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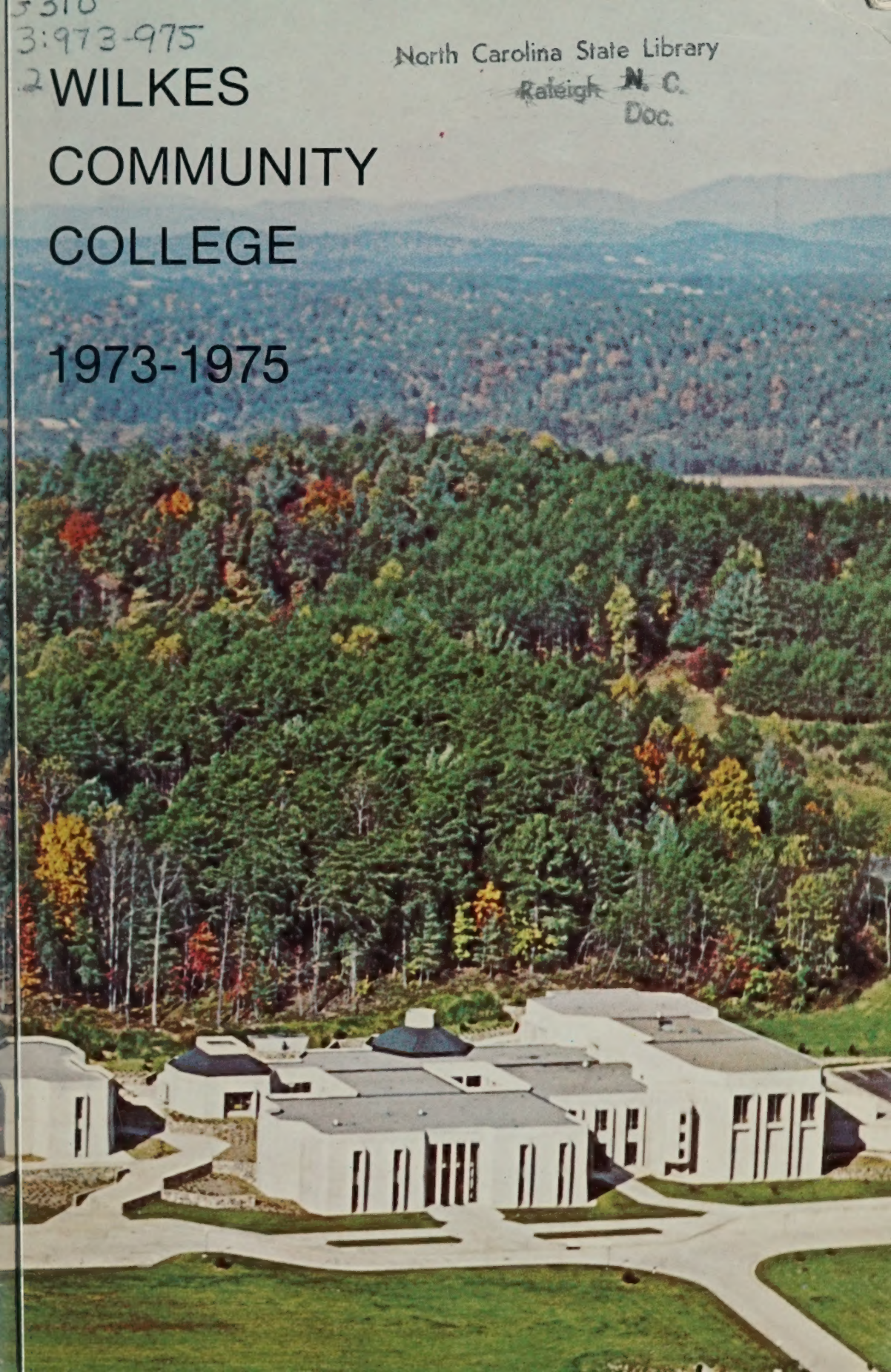
# WILKES COMMUNITY COLLEGE

## 1973-1975



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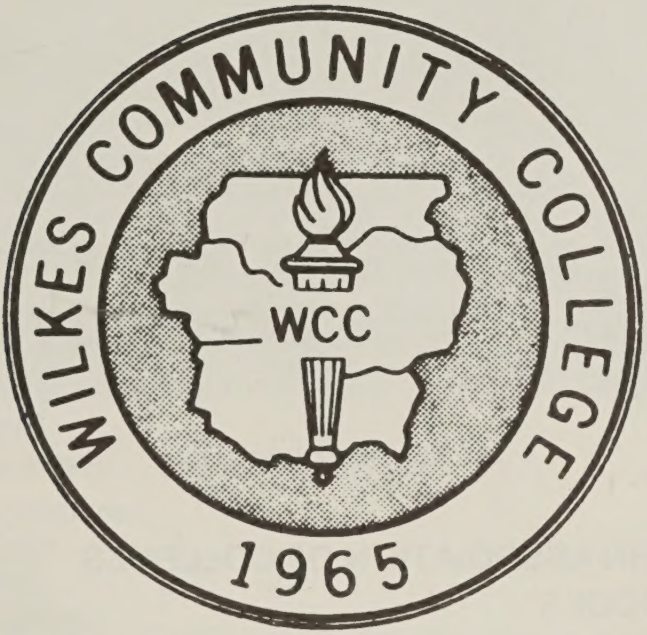
# WILKES COMMUNITY COLLEGE




Catalog
1973-1975

COLLEGIATE DRIVE
WILKESBORO, NORTH CAROLINA
28697
TELEPHONE (919) 667-7136

ACCREDITED BY

SOUTHERN ASSOCIATION OF COLLEGES
AND SCHOOLS
NORTH CAROLINA STATE BOARD OF EDUCATION
NORTH CAROLINA BOARD OF NURSING

MEMBER

AMERICAN ASSOCIATION OF JUNIOR COLLEGES
SOUTHERN ASSOCIATION OF JUNIOR COLLEGES
NORTH CAROLINA ASSOCIATION OF JUNIOR COLLEGES

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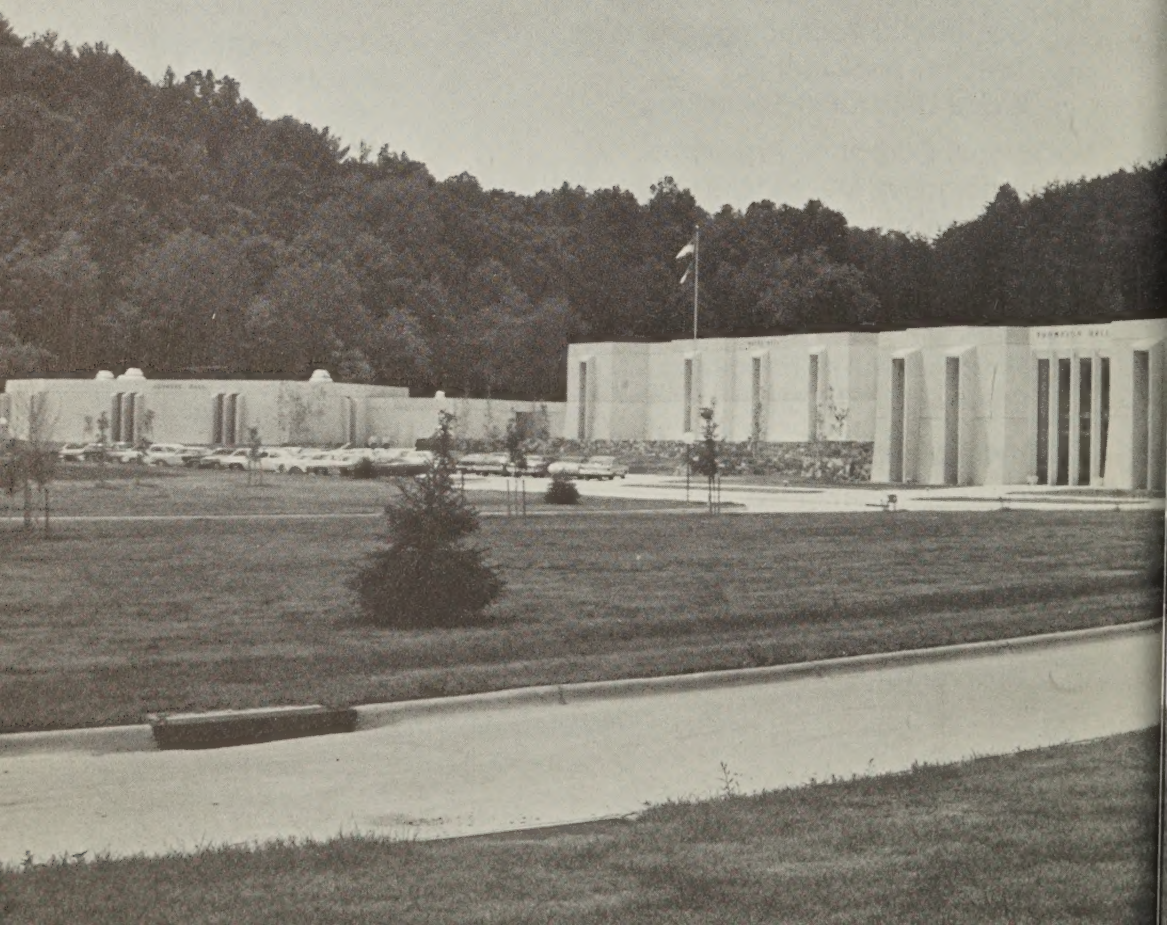


# COLLEGE CALENDAR

## *SUMMER QUARTER 1973*

| | |
|---|---|
| June 4, Monday | Registration (Curriculum Students) |
| June 5, Tuesday | First Day of Classes<br>Registration (Continuing Education Students) |
| June 9, Saturday (Noon) | Late Registration Ends |
| June 30 — July 8 | Summer Holidays |
| July 9, Monday | Classes Resume |
| August 24, Friday | Last Day of Summer Quarter |

## *FALL QUARTER 1973*

| | |
|---|---|
| September 4, Tuesday | Orientation |
| September 5, Wednesday | Registration (Curriculum Students) |
| September 6, Thursday | First Day of Classes<br>Registration (Continuing Education Students) |
| September 8, Saturday (Noon) | Late Registration Ends |
| November 21, Wednesday | Last Day of Fall Quarter |

## *WINTER QUARTER 1973-1974*

| | |
|---|---|
| November 28, Wednesday | Registration (Curriculum Students) |
| November 29, Thursday | First Day of Classes<br>Registration (Continuing Education Students) |
| December 1, Saturday (Noon) | Late Registration Ends |
| December 19 — January 1 | Christmas Holidays |
| January 2, Wednesday | Classes Resume |
| February 27, Wednesday | Last Day of Winter Quarter |

## *SPRING QUARTER 1974*

| | |
|---|---|
| March 6, Wednesday | Registration (Curriculum Students) |
| March 7, Thursday | First Day of Classes<br>Registration (Continuing Education Students) |
| March 9, Saturday (Noon) | Late Registration Ends |
| April 12 — April 15 | Easter Holidays |
| April 16, Tuesday | Classes Resume |
| May 24, Friday | Last Day of Spring Quarter |
| May 24, Friday (6:00 p.m.) | Commencement |

# COLLEGE CALENDAR

*SUMMER QUARTER 1974*

| | |
|---|---|
| June 5, Wednesday | Registration (Curriculum Students) |
| June 6, Thursday | First Day of Classes<br>Registration (Continuing Education Students) |
| June 8, Saturday (Noon) | Late Registration Ends |
| June 29 — July 7 | Summer Holidays |
| July 8, Monday | Classes Resume |
| August 28, Wednesday | Last Day of Summer Quarter |

*FALL QUARTER 1974*

| | |
|---|---|
| September 3, Tuesday | Orientation |
| September 4, Wednesday | Registration (Curriculum Students) |
| September 5, Thursday | First Day of Classes<br>Registration (Continuing Education Students) |
| September 7, Saturday (Noon) | Late Registration Ends |
| November 20, Wednesday | Last Day of Fall Quarter |

*WINTER QUARTER 1974-1975*

| | |
|---|---|
| December 2, Monday | Registration (Curriculum Students) |
| December 3, Tuesday | First Day of Classes<br>Registration (Continuing Education Students) |
| December 7, Saturday (Noon) | Late Registration Ends |
| December 21 — January 5 | Christmas Holidays |
| January 6, Monday | Classes Resume |
| February 28, Friday | Last Day of Winter Quarter |

*SPRING QUARTER 1975*

| | |
|---|---|
| March 5, Wednesday | Registration (Curriculum Students) |
| March 6, Thursday | First Day of Classes<br>Registration (Continuing Education Students) |
| March 8, Saturday (Noon) | Late Registration Ends |
| March 28 — March 31 | Easter Holidays |
| April 1, Tuesday | Classes Resume |
| May 23, Friday | Last Day of Spring Quarter |
| May 23, Friday (6:00 p.m.) | Commencement |

## TRUSTEES

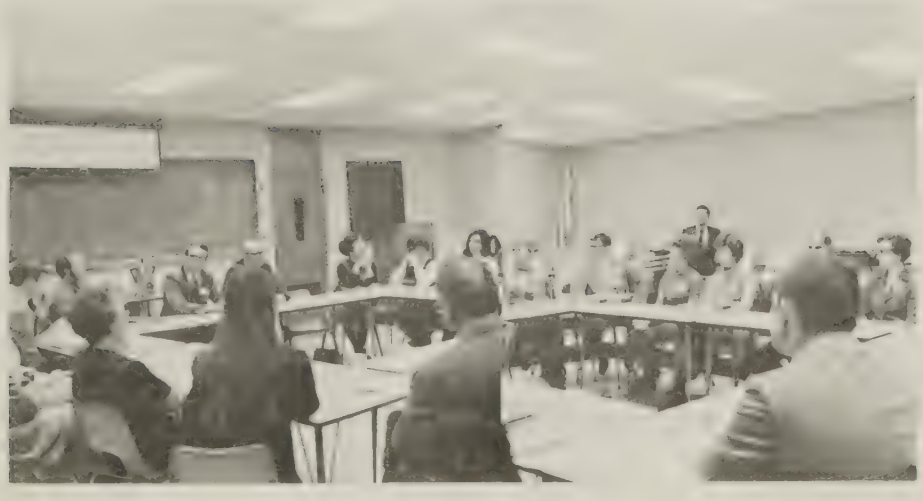
Judge Robert M. Gambill, Chairman
Gordon E. Rhodes, Vice-chairman
Robert L. Strickland, Secretary

Mrs. John W. Andrews
Seth M. Beale, M.D.
Don T. Culler
R. Kyle Hayes
Milton J. Ingram
Richard J. Johnston
Mrs. C. Fred Lovette
Robert R. Smoak
L.P. Somers, Jr.

# *COLLEGE PERSONNEL*

## ADMINISTRATIVE

Allred, Joseph S. . . . . Coordinator, East Wilkes Community School
Austell, Joseph R. . . . . Director, Division of Physical Sciences
Byrd, I. Fay . . . . . Director, Division of Learning Resources
Dancy, Glenn III . . . . . Coordinator, Fairplains Community School
Davis, William H. . . . . Director, Division of Life Sciences
Eller, Joseph T. . . . . Coordinator, West Wilkes Community School
Greene, Vivian K. . . . . Assistant Registrar
Idol, John V. . . . . Vice President for Student Services
Keith, George G. . . . . Coordinator, Alleghany Community School
Larson, Catherine M. . . . . Coordinator, Community Services
Lewis, Phillip E. . . . . Director, Division of Business and Commerce
Mayer, Robert A. . . . . Director, Division of General Studies
Pearson, Stokes R. . . . . Director, Division of Continuing Education
Pepper, Henry F. . . . . Coordinator, Adult Education Programs
Poston, Cheryl T. . . . . Counselor
Richardson, Mary C. . . . . Librarian
Richardson, William R. . Vice-President for Planning and Development
Roberts, Thomas G. . . . . Coordinator, Ashe County Programs
Sebastian, Kenneth E. . . . . Coordinator, Extension Programs
Shaw, Conrad A. Sr. . . . . Vice-President for Administrative Services
Thompson, Bob C. . . . . Director of Guidance Services
Thompson, Howard E. . . . . President
Whittington, Thomas R. . . . . Registrar
Whitley, David C. . . . . Coordinator, North Wilkes Community School



## STAFF

Anthony, V. Kate . . . . . Technician, Learning Resources
A.A.S., Wilkes Community College

Brookshire, Janet A. . . . . Technician, Learning Resources
A.A.S., Caldwell Community College and Technical Institute

Byers, Peggy S. . . . . Executive Secretary, Learning Resources
A.A.S., Wilkes Community College

Campbell, Janice H. . . . . Technician, Learning Resources
A.A.S., Caldwell Community College and Technical Institute

Cardwell, Pauline . . . . . Housekeeper

Chapman, Helen G. . . . . Executive Secretary, Registrar
A.A.S., Wilkes Community College

Childress, Charlie A. . . . . Maintenance of Grounds

Clanton, Patsy S. . . Executive Secretary, Division of Physical Sciences
A.A.S., Wilkes Community College

Cuthbertson, Martha A. . . . . Executive Secretary, Student Services

Glass, Shirley. . . . . Counselor Associate
A.A.S. Wilkes Community College

Gloster, Emily D. . . . . Statistics Technician, Student Services
B.S. and M.S., University of Tennessee

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Howell, A. Paul . . . . . Maintenance Engineer

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A.A.S. Wilkes Community College

Johnson, Jane R. . . . . Counselor Associate
A.A. Wilkes Community College

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Land, Gail M. . . . . Executive Secretary, Administrative Services
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Diploma, Executive Housekeeping

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A.A., Wilkes Community College, North Carolina State University

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Whittington, Thomas R. . . . . Registrar
B.S. and M.A., Appalachian State University

Wingard, Gordon G. . . . . Humanities
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Whitley, David C. . . . . Coordinator, North Wilkes Community School
B.S., Warren Wilson College

Wiles, John I. . . . . Electronic Servicing
First Class License, Radio and Television; USAF Radio Theory and Repair School; National Radio Institute; Marshall College; Pennsylvania State University; A.A.S. Wilkes Community College; B.T., Appalachian State University

# *HISTORY*

The 1963 North Carolina General Assembly passed the Community College Act creating a system of comprehensive community colleges and technical institutes under the State Board of Education. In September 1964, the people of Wilkes County approved the College through a bond vote of $500,000 for construction of facilities and up to 5 cents tax authorization for the operation of the College. Wilkes Community College was approved by the State Board of Education on October 1, 1964.

The first Board of Trustees was sworn into office on January 15, 1965 and the name "Wilkes Community College" was officially adopted on that date.

The first President, Dr. Howard E. Thompson, was elected on March 5, 1965, and he opened an office in the North Carolina National Bank Building in North Wilkesboro on July 1, 1965.

J. Hyatt Hammond Associates was selected as architect on June 4, 1965.

Apprenticeship Training Classes were the first classes to be scheduled and were held in September 1965. Part-time Business Technology Programs began in December 1965. The first one year diploma program, Practical Nurse Education, began March 7, 1965. On September 15, 1966, students were admitted to full time status in Associates in Arts and Associate in Applied Science Degree programs.

The new facilities on Collegiate Drive were occupied on April 1, 1969.

Wilkes Community College is located in the western section of the town of Wilkesboro, North Carolina near the intersection of New 421 By-pass and Highways 268, 16 and 18.

The 75 acre campus contains three ultra-modern, air conditioned and electrically heated buildings of white poured concrete construction. These buildings contain more than 110,000 square feet of classrooms, labs, shops and offices and are equipped with the best teaching facilities available for the programs offered. Construction of additional facilities is planned for the immediate future.

# *PURPOSE*

Wilkes Community College, in keeping with legislative action (General Statutes 115A) and policy decisions by the North Carolina Board of Education, has accepted as a mandate a specific role in the accomplishment of broad educational objectives found to be necessary for the common welfare of the people of the State, and specifically of the region which the College serves. Wilkes Community College is a comprehensive two-year institution offering programs of study in the two-year college transfer, the two-year technical, the one-year vocational trades, and a variety of educational programs of continuing education for adults.

Its major purposes are:

1. To provide two years of academic college credit courses for those students who desire to transfer to four-year or senior colleges or universities, and for those students for whom two years of general college studies will satisfy their educational needs.
2. To provide a variety of two-year programs in technical studies the successful completion of which will afford the student the greatest opportunity to enter an occupation.
3. To provide a variety of one-year vocational trade programs which may be three or four quarters in length, for those who desire to prepare themselves for entrance into new trades.
4. To provide a variety of programs and courses for those who desire to improve their competencies in their present occupations.
5. To provide a variety of programs and courses for those adults who desire personal fulfillment through continuing education.
6. To provide opportunities for those who desire to earn a high school diploma or equivalency certificate.
7. To provide industrial pre-service and in-service training at a level beyond that which the public schools can present.

# *OFFICE OF STUDENT SERVICES*

Every aspect of student life at Wilkes Community College is a concern of the Office of Student Services. Through the numerous services available, all personnel within the division will conscientiously try to find ways for the individual student to express himself, meet his needs and give him a sense of belonging as a student at Wilkes Community College.

The Office of Student Services aggressively promotes, in conjunction with all levels of the College, the social growth, academic achievement, and emotional stability of Wilkes Community College students. These services provide information, counseling, guidance, referral, and proper handling of disciplinary cases.

## Counseling Services

The counseling staff is in operation for the benefit of all students.

The Service incorporates several areas of student life, the most important being actual personal conferences, in which a student has the opportunity to discuss personal, social, educational, or vocational problems with a professional counselor. Group counseling sessions are encouraged in cases where several students wish to talk over a similar problem.

Also included in the guidance program is the individual and small group testing administered upon request. Specific academic subject areas, problem check lists, and interest inventories are among the tests offered.

Occupational and educational information is on file in the counselors' offices and students are encouraged to use the pamphlets, books, brochures, and leaflets on hand.

## Faculty Advisors

A faculty advisor is assigned to each student to assist in planning his program of study. During registration each quarter, the student must meet with his advisor or a member of the professional staff of the Office of Student Services for approval of courses.

## Orientation

The Freshman Orientation Program serves to introduce the student to the collegiate environment. This program is designed to acquaint the student with the Wilkes Community College policies, courses, philosophy, staff, and other students. Assemblies, open discussions, lectures, and student handbooks help prepare the student for beginning studies at Wilkes Community College.

The Orientation Program has four major divisions as listed below:

1. During the summer and prior to Fall Registration, incoming

freshmen are invited to the College to participate in a special small group Orientation. During this session the students are given a broad understanding of the philosophy of the College, introduced to members of staff and faculty, given an overview of college offerings and shown a system of study habits.

2. Second year students participate in the Freshmen Orientation by meeting with small groups of incoming students (about 15 in each group) and giving the incoming students a student's point of view concerning Wilkes Community College and by acting as a resource person to further discuss and answer questions concerning college life.
3. Guided tours are provided for all incoming students, introducing them to the total college facilities.
4. General Orientation is held on the day prior to registration and at this time assemblies are held to include all incoming students. The President of the College addresses the assembly and additional information is provided on many facets of student life at the College.

## Housing

As a college primarily for commuting students, Wilkes Community College does not provide dormitory or other on-campus housing facilities. It is the responsibility of the individual student who requires housing to arrange his own accommodations. The Vice President of Student Services will be happy to assist students in locating suitable accommodations.

## Health Services

A health form is required of all credit students prior to registration. Special health problems should be discussed with the counseling staff. Although Wilkes Community College does not have an infirmary or a nurse on duty, first aid for emergency cases is available in all buildings on campus. Cases which cannot be handled with first aid treatment will be referred to local physicians.

## Student Records

All student records are held in confidence by the College. Placement credentials, transcripts, and other pertinent information will be made available only upon request of the student. A statement of release must be signed by the student before a transcript can be sent to other colleges, employers, or other agencies. Requests for transcript forms are available in the Office of Student Services.

## *ADMISSIONS*

Wilkes Community College operates under an "Open Door" admissions policy for all applicants who are high school graduates or are at least eighteen years of age and whose regular public school class has graduated.

## *REQUIREMENTS*

An applicant for the College Transfer Programs (Associate in Arts or Associate in Science Degree) must be a high school graduate, or he must have been awarded a high school equivalency certificate.

An applicant for a Technical Program (Associate in Applied Science Degree) should be a high school graduate or possess a high school equivalency certificate. An applicant who has not completed high school or who does not possess a high school equivalency certificate may be admitted to a Technical Program on a probationary status. Upon successful completion of the first ten credit hours of work attempted, the student may qualify for regular status.

The applicant for Vocational Programs (Diploma) must be at least eighteen years of age or a high school graduate. A high school diploma is preferred but not required in any Vocational program.

Applicants for the Fundamental Learning Laboratory, adult classes, and extension classes must be at least eighteen years of age or his regular public school class must have graduated, or he must have the written consent of his county or city school superintendent.

## *PROCEDURES*

At the time of his first application for admission to Wilkes Community College, each applicant must submit a form (secured from the Office of Student Services) properly executed:

Recent Photograph (attached to the application form).

Transcripts (credit program only): applicant must request that his high school or college transcript be sent to the Office of Student Services.

Student Health Form: The applicant must submit this form to the Office of Student Services.

## *TESTING PROGRAM*

All College Transfer and Technical applicants are required to take a placement test before enrolling in a program. The test results are used in placing an applicant in Math, English, and Reading classes. A student transferring from another institution who has successfully completed a freshman English and Mathematics course will be exempt from the placement test.

## *TRANSFER STUDENTS*

A student desiring to transfer to Wilkes Community College must be able to meet the admission requirements in effect at the time of his application. He must request that transcripts from each institution attended be submitted directly to the Registrar of Wilkes Community College. A minimum of thirty hours must be earned at Wilkes Community College before a transfer student is eligible to graduate.

A visiting student is a student regularly enrolled at another college or university who is attending Wilkes Community College to receive credit for transfer purposes. Visiting students must complete an application form, attach a photograph, and secure written approval of the institution in which he is enrolled as a regular student.

A student who has been admitted as a visiting student must follow the admission procedure required for a transfer student if he decides to attend Wilkes Community College as a regular student.

## *REGISTRATION*

All students are urged to register on the day designated. All late registrants will be charged an additional fee of $5.00. Students who enter after classes have begun are at a disadvantage and are responsible for all work prior to their entrance. No student will be allowed to register after "late registration ends" as printed in the school calendar.

## *TUITION AND FEES*

Fees Payable Each Quarter

| | College Transfer | Technical | Vocational |
|---|---|---|---|
| Tuition — Full-time | $42.00 | $32.00 | $32.00 |
| Tuition — Part-time | $3.00/Qtr. Hr. | $2.50/Qtr. Hr. | $2.50/Qtr. Hr. |

Fees for adult and extension classes will vary according to nature and cost of course, usually $3.00 per course plus $1.00 parking fee.

Activity Fee — $8.00 per quarter (excluding Summer Quarter)
- Athletic Fee
- Yearbook
- Newspaper
- Social Events

Parking Fee — $1.00 per quarter

Library Fee — $1.00 per year

Insurance Fee — $3.00 per year (optional)

In case of breakage or damage due to gross negligence or maliciousness, a student will be expected to remunerate the institution. His grades will be withheld until proper payment is made.

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the construction
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# *ACADEMIC REGULATIONS*

## Course Load

Students enrolled for 12 or more quarter hours of credit applicable to their major will be considered full-time students. Students desiring to carry more than 19 credit hours must obtain permission from the Registrar or Director of Guidance Services.

## Attendance

All students are expected to be present and regular in attendance for all scheduled classes. The instructor may administratively withdraw any student from class who, because of excessive absences, is unable satisfactorily to meet the objectives of the course.

## Grading System

At the end of each quarter the student will receive final grades based on the following system:

| | | Grade Significance | Quality Points |
|---|---|---|---|
| 93-100 | A | Superior | 4 per hour |
| 85- 92 | B | Good | 3 per hour |
| 77- 84 | C | Average | 2 per hour |
| 70- 76 | D | Poor but Passing | 1 per hour |
| | F | Failure | 0 |
| | I | Incomplete | 0 |
| | WP | Withdrawal Passing | 0 |
| | WF | Withdrawal Failing | 0 |
| | Y | Audit | 0 |

An incomplete is given only under extenuating circumstances as determined by the instructor. Such a grade must be removed by the end of the following quarter. If not removed within this time, the incomplete becomes a failure.

The "WP" and "WF" grade will be given when a course is dropped after the cut off date as printed in the school calendar. If a student is passing a course at the time the course is officially dropped the Grade "WP" will be given and the credit hours attempted will not be used in compiling the Quality Point average. If the student is failing a course at the time the course is dropped the grade "WF" will be given and the credit hours attempted will be used in compiling the Quality Point average. The result of the "WF" would be the same as a "F" in the quality point average.

## *STUDENT CLASSIFICATION*

### Degree Program

Freshman — a student who has earned fewer than 45 quarter hours.

Sophomore — a student who has earned 45 or more quarter hours.

### Diploma Programs

All students enrolled in Vocational and one-year programs are classified as freshmen.

### Auditing Courses

Students who wish to audit courses must register through normal channels. Auditors receive no credit but are encouraged to attend classes regularly and participate in class discussions. Auditors will be charged the same fee as students taking courses for credit. An audit cannot be changed to credit or credit to audit after the deadline for adding courses.

## *CREDIT BY EXAMINATION*

A student enrolled in Wilkes Community College may obtain credit by examination for a course in which he can demonstrate the required level of proficiency based upon the objectives outlined for the course. A maximum of 30 quarter hours may be taken by examination.

The student may apply to the Office of Student Services for credit by examination. Upon the approval of the Director of the program which offers the course, the student will be assigned an instructor to give the examination for which he has not previously enrolled. The instructor, time and date of the examination will be arranged by the Program Director.

Before the examination is administered, the student must pay the Office of Administrative Services an examination fee of $10.00 per course.

The Program Director will report the results of the examination to the Office of Student Services within one week from the date of the examination. If the examination is passed, full credit for the course will be given and it will be listed on the student's academic record. No grades will be given for a course taken by examination for credit; however, the examination score must be above average in order to receive credit and the decision of the examining instructor will be final. Credit hours for the course will count toward graduation; however, the credit hours will not be computed in the quality point average.

Should the examination be failed, no notation will be made on the student's academic record, but the student will not be allowed to repeat the examination for credit in that particular course.

### Adding and Dropping Courses

A student who finds it necessary to drop or add a course must secure permission from the Office of Student Services and complete the "Drop-Add" form.

For courses dropped within the drop-add period, no grade will be reported. For courses dropped after the drop-add period the grades of "WP" or "WF" will be reported according to the student's academic standing.

### Withdrawal From the College

Students desiring to withdraw from the college must officially withdraw through the Office of Student Services. Students failing to officially withdraw will receive a grade of F in all couses for the quarter.

## *REFUND POLICY*

Tuition refund for students will not be made unless the student is compelled to withdraw for unavoidable reasons. In such case, two-thirds (2/3) of the student's tuition will be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for tuition of five dollars ($5.00) or less, except if a course or curricula fails to materialize, all the students' tuitions will be refunded.

### Student Conduct

Students will be expected to conduct themselves at all times as mature adults. Students who do not respect the rights and privileges and personal property of others and who fail to demonstrate a high regard for school facilities and property will be subject to dismissal.

The drinking of intoxicating beverages or use of illegal drugs at Wilkes Community College will not be permitted. Any infraction of this regulation may subject the student to immediate dismissal from the college.

## *PROBATION AND SUSPENSION*

A freshman degree student who falls below a 1.50 quality point average will be placed on academic probation for the next quarter of attendance, excluding summer school. During the probationary period the student must maintain a 1.50 quality point average on all work attempted or continue on probation.

After a degree student attempts 45 quarter hours and does not have a 1.50 quality point average, he will be placed on academic probation for the next quarter (excluding summer school). During the period of probation the student must earn a 2.00 quality point average or be suspended from the degree programs for the next quarter.

With the approval of the Admissions Committee, a student who has been suspended or is on academic probation from another institution may be accepted at Wilkes Community College for one quarter. The student will be required to carry a minimum of fourteen (14) credit hours. If the student earns a 2.00 quality point average during his first quarter of enrollment he will be reconsidered by the Admissions Committee for removal of probation at Wilkes Community College. If the student does not earn a 2.00 quality point average, he will automatically be suspended from the degree programs.

A student has the right to appeal to the Admissions Committee on any academic probation or expulsion.

Requirements for Graduation

1. Attain a general average of C in all work attempted in degree programs.
2. Complete no less than 30 quarter hours at Wilkes Community College.
3. Complete all courses specified for a program or degree.
4. Complete all financial obligations to Wilkes Community College.
5. Pay Graduation Fee of $12.00 (covers cost of cap and gown rental, Degree or Diploma).
6. Attend Commencement Exercises.

## *TRANSFER OF CREDIT TO SENIOR INSTITUTIONS*

Students taking courses at Wilkes Community College should be able to transfer to a senior institution with junior status after completing two years of credit work (96 quarter hours and the Associate in Arts Degree or the Associate in Applied Science Degree in certain senior institutions).

A student expecting to transfer to a senior college is advised to examine carefully the current catalogue of the particular college he expects to enter and to follow as closely as possible the particular recommendations for program of study. Counselors and faculty members are prepared to advise students, but the final responsibility for elective course selection is left to the student.

## Employment Placement

Assistance in locating employment is available to all Wilkes Community College students and graduates. Qualified students are referred to employers contacting the institution and the school provides facilities for employers desiring on-campus interviews.

Students are also urged to utilize the services of the Employment Security Commission which assists in job placement throughout the entire county.

## Honors

The President's List is published each quarter during the academic year. A student must have a Quality Point Average of 3.25 or higher on a regular quarter's work of not less than 16 quarter hours with no incompletes and no grade less than a "C"

## Who's Who Among Students in American Junior Colleges

One of the most important honors a student of the College may attain is that of being named one of the selected group to be listed in a national volume known as "Who's Who Among Students in American Junior Colleges." It includes the names of students in all participating colleges in America who have been selected by their respective institution as nominees for this honor. Campus nominating committees are instructed to consider, in making their selection, the student's scholarship, his participation and leadership in academic and extracurricular activities, his citizenship and service to the school, and his promise of future usefulness.

## Commencement Marshals

The rising sophomores who have maintained the highest scholastic averages during their freshman year are honored by being named Commencement Marshals. The Marshal who has the highest academic record is designated Chief Marshal.

## *FINANCIAL AID*

Wilkes Community College believes that no person who has the ability and motivation should be deprived of a college education because of lack of funds. The College provides financial aid through scholarships, loans, grants, and student employment. All inquiries concerning student aid should be addressed to the Vice President of Student Services, Wilkes Community College, Wilkesboro, North Carolina, unless otherwise designated. It is recommended that applications for financial aid, especially scholarships, be submitted by July 1 preceding fall enrollment in college.

## *SCHOLARSHIPS*

W.F. Absher Memorial Scholarship
Anonymous Scholarship
Ashe County Jaycees Scholarship
B & R. Sheet Metal, Inc. Scholarship
Dr. Seth M. Beale Scholarship
Belk's Department Store of North Wilkesboro Scholarship
W.A. Brame, Sr. and W.A. Brame, Jr. Scholarship
Mozelle E. Byrd Scholarship
Carolina Business Machines, Inc. Scholarship
Carolina Mirror Corporation Scholarship
Zollie Cox Scholarship
E.E. Eller and Elizabeth McNeill Eller Scholarship
Delta Kappa Gamma Scholarship
Zara DeVries Scholarship
Judge Robert M. Gambill Scholarship
Edd F. Gardner Scholarship
Gerber Products Company Scholarship
Greene Brothers Furniture Company Scholarship
Holiday Inn Scholarship
Judge Johnson J. Hayes Scholarship
Henderson Flower Shop Scholarship
Albert L. Herring Memorial Scholarship
John Palmer Horton, Jr. Scholarship
John Franklin Idol Scholarship
Jefferson Rotary Club Scholarship
Jenkins Wholesale Supply Company Scholarship
Kiwanis Foundation Scholarship
Mr. and Mrs. Petro Kulynych Scholarship
Lowe's Food Stores Scholarship
Lowe's Companies, Inc. Scholarship
James E. Martin Scholarship
Beulah Haynes Maury Scholarship

Maintenance Council of the North Carolina Motor Carriers Association Scholarship
North Carolina National Bank Scholarship
North Wilkesboro Elks Lodge No. 1846 Scholarship
North Wilkesboro Junior Woman's Club Scholarship
North Wilkesboro Lions Club Scholarship
North Wilkesboro Rotary Club Scholarship
North Wilkesboro Savings & Loan Association Scholarship
The Northwestern Bank Scholarship
Lt. Col. and Mrs. James F. Payne Scholarship
C.C. Pratt Scholarship
Professional Construction Estimators Association of America, Inc. Scholarship
Reins-Sturdivant, Inc. Scholarship
Mrs. Fleurette Schmidt Memorial Scholarship
Sprague Electric Company Scholarship
Frank Stafford Scholarship
T.E. Story Scholarship
Sturdivant Life Insurance Company Scholarship
Thomasville Furniture Industrial Foundation Scholarship
Charles Scott Thompson Memorial Scholarship
Travelers Protective Association Scholarship
Union Oil Company Scholarship
Veterans of Foreign Wars Post No. 1142 Scholarship
Watauga High School Future Teachers of America Chapter Scholarship
West Wilkes High School Faculty Scholarship
Dr. J.W. White Memorial Scholarship
Wilkes County Extension Homemakers Club Scholarship
Wilkes Jaycettes Scholarship
Wilkes County Poultry Producers Association Scholarship
Wilkes Savings and Loan Association Scholarship
Yadkin Valley Dairy Cooperative, Inc. Scholarship

## Veteran's Educational Assistance

The Veterans' Readjustment Benefits Act of 1966 provides educational assistance for veterans who served on active duty with the Armed Forces after January 21, 1955.

War Orphan's Educational Assistance Act of 1956 entitles a son or daughter of a veteran who died of a service-connected disability or who has a total disability permanent in nature arising from a service-connected disability to receive benefits from the Veterans Administration.

Application for VA benefits should be made in the Office of Student Services or through the local VA representative. The Office of Student Services is the campus clearing house for all veterans' affairs.

## Student Loans

PROSPECTIVE TEACHERS SCHOLARSHIP LOAN FUND. A State Scholarship Loan Fund is available for prospective teachers. For detailed information concerning the state loan and scholarship program, write to the Prospective Teachers Scholarship Loan Fund, State Department of Public Instruction, Raleigh, North Carolina.

INSURED STUDENT LOANS. The College Foundation, Inc. administers insured Student Loans for North Carolina residents under the provisions of the Higher Education and National Vocational Acts of 1965.

JAMES E. AND MARY Z. BRYAN FOUNDATION STUDENT LOAN PLAN. Established by Mary Z. Bryan in 1953 as a memorial to her husband and administered by the College Foundation, Inc. North Carolina students may borrow up to $1,000 per year.

Additional information and applications may be secured from the Office of Student Services.

## Student Employment

COLLEGE WORK-STUDY PROGRAM. Work-Study opportunities are available to students, particularly students from low income families who are in need of the earnings from such employment to pursue a course of study.

## Social Security Benefits and Students

Sons and daughters of retired, disabled, or deceased workers are eligible for social security benefits up to the age of twenty-two while they are in college, if they are unmarried, full-time students.

Payments of these benefits is not automatic. If a student is not yet eighteen and wants to continue receiving monthly benefits or if his benefits were stopped because he had reached the age of eighteen he should notify the Social Security Administration. Students should contact their local Social Security representative for further information.

## Vocational Rehabilitation

By act of Congress, any physically handicapped student may be eligible for scholarship assistance under the provisions of Public Law 565. Application for this scholarship aid should be processed through the District Vocational Rehabilitation Office nearest the applicant. Inquiries may be directed to the Rehabilitation Office.

# *STUDENT ORGANIZATIONS AND ACTIVITIES*

## Student Government Association

The Wilkes Community College Student Government Association is the impartial mediator between student and the administration. It approves charters for organizations and allocates funds for publications and student affairs. The Association conducts hearings for student violations. It provides leadership in student affairs and in the development of programs for the betterment of the College.

## Publications

YEARBOOK—

The yearbook, THE COUGAR, is a portrayal of the year's events both by picture and written word. It is compiled and edited by an appointed staff of students under the supervision of a faculty advisor.

NEWSPAPER —

The "Cougar Cry" is the school paper which is published monthly. It furnishes the students with current information on school happenings.

## Circle K

Circle K is a service organization sponsored by the local Kiwanis Club for college men and women which develops future leaders and citizens whose philosophy is founded on freedeom, initiative, the American and Canadian heritage, and unselfish service to others.

## Student National Education Association

The S.N.E.A. is the student branch of the National Education Association, the largest professional teacher organization in the world. The main goals of the Student National Education Association are to develop an interest in better education and in better professional methods and attitudes. It helps prepare more alert students today for better teachers tomorrow.

## Phi Beta Lambda

Phi Beta Lambda is a national organization of college or university students enrolled in one or more business subjects. Its purpose is to improve scholarship and develop qualities that will enable young men and women to participate effectively in business, professional, and communtiy life. Activities of Wilkes Community College's Sigma Iota Chapter are designed for educational and social value.

## Athletics and Intramural Activities

The College participates in intercollegiate basketball and golf. A number of intramural athletic competitions are organized under the auspices of the Department of Physical Education. Additional activities will be added as needs develop, and finance and physical plant resources permit.

## Cheerleaders

The purpose of the Cheerleaders of Wilkes Community College is to promote school spirit, conduct pep rallies, support the team and to attend all games possible. Any full-time student with an overall "C" average is eligible to be a member of the Cheerleaders upon tryout.

## Veterans Club

Members must be veterans of at least six months active duty in the armed forces of the United States. Its purpose is to provide information for incoming veterans concerning VA benefits, assist them in finding living quarters, and to focus their efforts and opinions for the benefit of the College.

## The Black Organization of Student Services

The purpose of the Black Organization of Student Services is to promote identity and unity among Black students of Wilkes Community College, to promote good will and brotherhood within the College community, and to obtain recognition and representation for Black students in all forms of student activity. Any student who is enrolled in Wilkes Community College, provding he is accepted by 2/3 vote of the members in good standing, is eligible for membership.

## King's Men Chess Club

The Chess Club was organized to encourage and maintain interest in chess. This organization offers help in learning more about the game, and gives practice to participants. Competition among its members and with teams from other schools is an important objective of this club. The club plans to sponsor an annual tournament for the Wilkes County Championship. Beginners are invited.

## College Theatre

The College Theatre is a college-community activity which presents a series of productions on a year-round basis. Students taking part in active acting, directing, or technical roles are selected by audition and are registered for credit under appropriate course designations.

## *OFFICE of ADMINISTRATIVE SERVICES*

The success of the educational programs of a college depends, in part, upon the adequacy of the administration of its business and financial operations. All financial transactions and fiscal plant management are carried out in the Office of Administrative Services.

Services which benefit students and staff directly or indirectly are many and diversified. Students will come in contact with the Office of Administrative Services when paying tuition and fees as well as collecting from scholarships or state loans. This office also is responsible for providing at low cost a limited food source through vending machines and the College Bookstore with up-to date texts and needed supplies.

Other services provided for all are good housekeeping (inside and out), maintenance, traffic control and the beautification of the grounds. These services are always noticed, especially if the service is not as it should be. Wilkes Community College takes pride in trying to keep the plant and campus immaculate.

The College solicits and expects the cooperation of each student, faculty member and staff member in making the area a more attractive institution in which to obtain an education.

### Student Commons

The Student Commons, or the "Student Lounge" may be a more appropriate name, is the space provided for students and staff for the few minutes of leisure time one may have. Vending machines are also located here with tables and chairs for comfort.

It is expected by the Student Government Association and the administration, that students DEPOSIT TRASH AND WASTER PAPER IN THE CANS provided when finished eating. This leaves a nice clean table for the next one to use.

### Class Rings

Students enrolled in any college program are eligible to purchase class rings. Dates the representative will be at Wilkes Community College to take orders will be posted on the bulletin board.

### Bookstore

The College maintains a bookstore on campus where students may purchase textbooks and college supplies. Hours for the operation of the bookstore are posted.

## Insurance

A low-cost accident and hospitalization insurance plan is available to students. The College recommends strongly that students purchase the insurance protection at the time of registration. Some programs, because of their nature, may require additional insurance. Information regarding the insurance plan is available in the Office of Administrative Services.

## Identification Cards

Student identification cards are issued during registration. Students are required to present ID cards for admission to college activities, and before voting in student elections. The cost of the ID Card is $1.

## Parking

Parking permits are purchased at the time of fall registration for the school year. For students enrolling after the fall quarter parking permits are issued at the time of registration.

Areas on the campus have been designated for parking. Students are required to use these areas. Under no circumstances are students to park in front of the main building. Cars improperly parked will be fined.

## Telephone Services

Telephone calls will not be transmitted to students except in cases of extreme emergency. Pay telephones are available for students' use.

## College Property

The property of the College must not be abused or moved from the place it belongs. Students who destroy or abuse the buildings or furnishing shall be permanently dismissed from the college. Students shall be held liable for the damage.

## Waiver of Responsibility

The College is in no way responsible for the quality of work performed or damages sustained in such departments as automotive mechanics. Work in such departments is performed by students as a learning experience.

The College reserves the right to change, add to, or delete courses and to schedule courses at its discretion.

## *LEARNING RESOURCES CENTER*

The Division of Learning Resources brings the print and nonprint learning resources together. Components are the library, instructional media, learning laboratory, audio-visual equipment and media production.

The different formats of man's knowledge require the Division of Learning Resources to provide the services of collecting, organizing and disseminating the media. To assure that essential services are given, there is a professional and supportive staff.

The Division of Learning Resources is located in the Northwest wing of Thompson Hall on two levels. The instructional media division, located on the first level, has media available to meet individual differences or to challenge the student beyond his classroom instruction. Media and instruction are provided for persons studying for the GED. There is a collection of disc recordings, cassettes, tapes, 16 mm films, film loops, film-strips, and slides.

The second floor houses the printed media which includes 24,000 volumes of books, bound periodicals, microfilm and more than 300 current periodicals and newspapers. The library is in the process of building an extensive collection on local and area history including microfilm of Wilkes County documents, bound local newspapers dating from 1890, books written by local authors, and media concerning Northwest North Carolina. Professional educational media are available to the college staff and public school personnel. The technical processing area is in the library. Equipment that circulates is controlled through the library. Teaching of individualized or group library skills is a function of the library staff.

The Division of Learning Resources has a seating capacity of 224 with study arrangements to meet individual and group needs. The arrangement includes cushioned chairs, tables, carrels, listening areas, group study divisions, and lounge furniture.

Through the students, faculty and community usage, the Division of Learning Resources evolves from a storer of multimedia to a mover and developer of the media for enjoyment, enrichment, and instructional purposes.

## *COLLEGE TRANSFER DIVISION*

The College Transfer Division provides an opportunity for persons in the community which it serves to experience a two-year program of credit courses. These credits are transferable to senior institutions for those who wish to pursue further education, or will satisfy the requirements for the Associate Degrees awarded by the College.

The range of offerings is maintained as broad as necessary to meet the needs of students. Departments of English, Humanities, Mathematics/Science, and Social Sciences are organized to develop innovative procedures, present course materials, and provide effective teaching which is related to the capabilities and objectives of the student and the college.

The course offerings are also open to interested members of the community who wish to enrich their personal lives by keeping abreast of current ideas or by expanding their store of knowledge. Some classes meet in the evening, and others are planned for future development as the demand increases, with the expectation that an Associate Degree can be earned by those in full-time employment.

In cooperation with Superintendents of Schools in the area served by Wilkes Community College, a program approved for recertification for teachers is also offered during the Summer. For information for the current season, consult the Office of Student Services.

Students who intend to transfer credit to a senior institution to complete a baccalaureate degree program should inform themselves of the requirements of the particular college to which they intend to apply. The counseling program at Wilkes Community College is competent and available to assist the student. Usually if a student completes the requirements for the Associate in Arts Degree there is little difficulty in transferring to a senior institution.

Wilkes Community College is authorized by the State of North Carolina to offer programs from the following:

PRE-BUSINESS ADMINISTRATION
PRE-BUSINESS EDUCATION
PRE-DENTAL
PRE-ENGINEERING
PRE-LAW
PRE-LIBERAL ARTS
PRE-MATHEMATICS
PRE-MEDICAL
PRE-NURSING
PRE-PUBLIC ADMINISTRATION
PRE-SCIENCE
PRE-TEACHING & ELEMENTARY
PRE-TEACHING — SECONDARY
PRE-VETERINARY MEDICINE

## *GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE*

All students awarded the Associate in Arts Degree by Wilkes Community College must earn a minimum of 96 quarter hours of credit with an average grade of "C" or better. These ninety-six hours will include the following:

| *COURSE* | *CREDIT* |
|---|---|
| ENGLISH | |
| ENG 111, 112, 113 | 9 |
| NOTE: REA 100 must be taken during first year unless proficient. | |
| HUMANITIES | 15 |
| ENG 211, 212, 213 | |
| ART, MUS, DRA (at least one) | |
| REL, PHI (at least one) | |
| MATHEMATICS* | 6 |
| MAT 111, 112, or | |
| MAT 116, 117, 118 or | |
| MAT 211, 212, 213 | |
| SCIENCE | 12 |
| BIO 111, 112, 113 or | |
| PHS 111, 112, 113 or | |
| CHM 111, 112, 113 | |
| PHY 111, 112, 113 | |
| HISTORY, SOCIAL OR BEHAVORIAL SCIENCE | 18 |
| HIS 111, 112, 113 | |
| (Three courses selected from at least two of the following) | |
| HIS, POL, ECO | |
| HIS, SOC, PSY | |
| PHYSICAL EDUCATION | 3 |
| Three Activities | |
| ELECTIVES | 33 |
| | 96 |

*The requirement can be met by any of these offerings. Admission is determined by preparation and placement tests.

By choice of electives, the student shapes his program to meet the requirements for his particular choice and, with the help of his advisor and guidance counselor, selects those which will satisfy the institution to which he intends to transfer.

Among those which might be elected, the following are suggested in broad groupings.

| | | CREDIT HOURS |
|---|---|---|
| Pre-Business Administration | BUS 120, 121 | 10 |
| Pre-Business | BUS 115 | 5 |
| | BUS 214 | 4 |
| | ECO 102, 104 | 10 |
| | EDP 104 | 4 |
| | or a typing program | |
| | | 33 |
| Pre-Dental | ENGLISH | 3 |
| Pre-Medical | MATHEMATICS | 9 |
| Pre-Nursing | SCIENCES | 12 |
| Pre-Veterinary | SOCIOLOGY | 9 |
| | | 33 |
| Pre-Engineering | ENGLISH | 3 |
| Pre-Mathematics | MATHEMATICS | 12 |
| Pre-Science | PSYCHOLOGY | 3 |
| | SCIENCE | 12 |
| | SOCIOLOGY | 3 |
| | | 33 |
| Pre-Law | ENGLISH | 9 |
| Pre-Public Administration | HUMANITIES | 9 |
| Pre-Teaching — Elementary | POLITICAL | 6 |
| or Secondary | SCIENCE | |
| Pre-Liberal Arts | SOCIOLOGY or LANGUAGE | 9 |
| | | 33 |

## *GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE*

Wilkes Community College is authorized to award the Associate in Science Degree to those who successfully complete the following curricula:

PRE-AGRICULTURE
PRE-FORESTRY
PRE-OPTOMETRY
PRE-PHARMACY
PRE-DENTAL
PRE-ENGINEERING
PRE-MATHEMATICS
PRE-MEDICAL
PRE-SCIENCE
PRE-VETERINARY MEDICINE

If the student chooses to be a candidate for the Associate in Science Degree, the following requirements must be met instead of those listed for the Associate in Arts Degree.

| *COURSE* | *CREDIT HOURS* |
|---|---|
| ENGLISH<br>ENG 111, 112, 113 | 9 |
| NOTE: REA 100 must be taken during first year unless proficient. | |
| HUMANITIES<br>ART, MUS, DRA (at least one)<br>REL, PHI (at least one) | 6 |
| MATHEMATICS<br>MAT 116, 117, 118<br>MAT 211, 212, 213 | 18 |
| SCIENCE<br>BIO 111, 112, 113<br>PHS 111, 112, 113<br>CHM 111, 112, 113<br>PHY 111, 112, 113 | 24 |
| HISTORY, SOCIAL OR BEHAVORIAL SCIENCE<br>HIS 111, 112, 113 | 9 |
| PHYSICAL EDUCATION<br>Three Activities | 3 |
| ELECTIVES | 27 |
| | 96 |

*Recommended electives for:*

| | | *CREDIT HOURS* |
|---|---|---|
| Pre-Dental | English | 3 |
| Pre-Medical | Mathematics | 6 |
| Pre-Veterinarian | Sciences | 12 |
| | Sociology | 3 |
| | | 24 |
| Pre-Engineering | Mathematics | 9 |
| Pre-Mathematics | Psychology | 3 |
| Pre-Science | Sciences | 12 |
| | | 24 |

## *OCCUPATIONAL EDUCATION PROGRAMS*

Occupational Education Programs are specifically designed as terminal career courses of study, leading to the Associate in Applied Science Degree. A most important contribution of Wilkes Community College is its continuing emphasis upon occupational education programs.

Traditional four-year collegiate programs are not suited for everyone. The commitment of Wilkes Community College is to provide the right kind of education for an individual; to provide the kind of education that meets needs and interests within the means to pay for it.

Critical manpower shortages exist within the service area of the College as well as outside of its environs. Through intensive study in a specific occupational area, the student prepares himself for immediate employment. The needs of an individual as a student can be programmed to meet any exigency.

The demands for graduates of Occupational Education Programs far exceeds the number available. Graduates receive the necessary understanding and abilities to enjoy an attractive level of income.

## *ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS OF STUDY*

ACCOUNTING TECHNOLOGY
AGRICULTURAL BUSINESS TECHNOLOGY
AGRICULTURE SCIENCE AND MECHANIZATION (Specialty)
BUILDING CONSTRUCTION TECHNOLOGY
    CONSTRUCTION MANAGEMENT
BUSINESS ADMINISTRATION TECHNOLOGY
BUSINESS DATA PROCESSING TECHNOLOGY
COUNSELOR ASSOCIATE
DIESEL AND EQUIPMENT TECHNOLOGY
EARLY CHILDHOOD SPECIALIST
FOOD AND ENVIRONMENTAL SCIENCE TECHNOLOGY
    ENVIRONMENTAL SCIENCE TECHNICIAN
    FOOD SCIENCE TECHNICIAN
HORTICULTURE TECHNOLOGY
    LANDSCAPE DEVELOPMENTAL TECHNICIAN
    NURSERY OPERATION TECHNICIAN
    TURF-GRASS MANAGEMENT TECHNICIAN
HOTEL-MOTEL MANAGEMENT TECHNOLOGY
INDUSTRIAL MANAGEMENT TECHNOLOGY
POULTRY AND LIVESTOCK TECHNOLOGY
SECRETARIAL SCIENCE TECHNOLOGY
    COURT REPORTING
    EXECUTIVE
    LEGAL
    MEDICAL
TEACHER ASSISTANT
WOOD UTILIZATION TECHNOLOGY

# *ACCOUNTING TECHNOLOGY*

The Accounting Curriculum is designed to teach students the necessary accounting theories and skills for entry into the accounting profession. Objectives of this curriculum are to develop an understanding of the principles of organization and management in business operations, the fundamentals of accounting and analysis of financial statements, and effective communications for business.

The graduate of the Accounting Curriculum may qualify for various jobs in business and industry leading to any of the following accounting positions: accounting clerk, payroll clerk, accounting machine operator, auditor, and cost accountant. The duties and responsibilities of an accountant may include: recording transactions, rendering periodic reports, maintaining cost records, making special reports, completing tax returns, auditing the books, and advising management in areas of financial affairs.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| Eng | 0111 | Composition: Writing Through Perception | 3 |
| BUS | 0120 | Accounting I | 4 |
| ECO | 0102 | Macroeconomics | 5 |
| EDP | 0104 | Introduction to Data Processing Systems | 4 |
| PED | | | 1 |
| | | | 17 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| BUS | 0121 | Accounting II | 3 |
| BUS | 0115 | Business Law | 5 |
| BUS | 0123 | Business Finance | 3 |
| PED | | | 1 |
| | | | 15 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| ENG | 0103 | Report Writing | 3 |
| BUS | 0110 | Office Machines I | 3 |
| BUS | 0122 | Accounting III | 3 |
| EDP | 0110 | Business Programming I (RPGII) | 4 |
| | | Elective | 3 |
| PED | | | 1 |
| | | | 17 |

*NOTE:* REA 100 must be taken during first year unless proficient.

| *FALL QUARTER* | | | |
|---|---|---|---|
| ENG | 0200 | Oral Communications | 3 |
| BUS | 0222 | Accounting IV | 5 |
| BUS | 0235 | Principles of Management | 5 |
| BUS | 0229 | Taxes | 4 |
| | | | 17 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0206 | Business Communications | 3 |
| BUS | 0223 | Accounting V | 5 |
| BUS | 0225 | Cost Accounting | 4 |
| ECO | 0104 | Microeconomics | 5 |
| | | | 17 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| BUS | 0282 | Municipal Accounting | 4 |
| BUS | 0269 | Auditing | 4 |
| PSY | 0206 | Applied Psychology | 3 |
| | | Elective | 3 |
| | | | 14 |

# *AGRICULTURAL BUSINESS TECHNOLOGY*

The rapid technological changes taking place in businesses and industries related directly to agriculture have created a vast demand for persons with technical training in the field of agricultural business. A large variety of agricultural businesses and industries employ people to assist in the marketing, processing, and distribution of farm products and to provide services to farmers.

The Agricultural Business Curriculum is designed to assist students in acquiring knowledge, understanding, and ability in the broad field of agricultural business, including agricultural production. This curriculum is a carefully balanced combination of agricultural and business courses.

The specific objectives of this curriculum are to develop the following student competencies:

1. Knowledge of business principles of organization and management applicable to agricultural production, the management of an efficient farming operation, and to agricultural businesses and industries.
2. Knowledge of the basic principles of our economic system, marketing, credit, price concepts, and governmental policies and programs relating to agriculture.
3. Knowledge of the agricultural sciences most essential to the production and marketing of agricultural products, including an understanding of the animal, plant and soil sciences directly related to problems encountered by agricultural businesses and industries.

Graduates of this curriculum qualify for a wide variety of jobs in agricultural enterprises. These jobs include store manager or salesman in farm supply stores; agricultural field serviceman, salesman, demonstrator or plant manager of feed and food companies; farm products inspector; or office managers in firms engaged in producing, marketing, processing or distributing farm products.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| MAT | 0110 | Business Mathematics | 3 |
| HRT | 0151 | Plant Materials I | 4 |
| EDP | 0104 | Introduction to Data Processing Systems | 4 |
| | | Elective | 3 |
| PED | | | 1 |
| | | | 18 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| PSY | 0206 | Applied Psychology | 3 |
| AGR | 0185 | Soil Science | 6 |
| BIO | 0120 | Botany | 3 |
| PED | | | 1 |
| | | | 16 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| ENG | 0103 | Report Writing | 3 |
| HRT | 0154 | Plant Materials II | 4 |
| BIO | 0125 | Animal Science | 6 |
| PED | | | 1 |
| | | | 14 |

NOTE: REA 100 must be taken during first year unless proficient.

| *SUMMER QUARTER* | | | |
|---|---|---|---|
| AGR | 0200 | Internship | 3 |

| *FALL QUARTER* | | | |
|---|---|---|---|
| ENG | 0200 | Oral Communications | 3 |
| BUS | 0235 | Principles of Management | 5 |
| MEC | 0214 | Farm Machinery | 3 |
| BUS | 0120 | Accounting I | 4 |
| | | | 15 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| BUS | 0121 | Accounting II | 3 |
| AGR | 0201 | Agricultural Chemicals | 6 |
| BUS | 0243 | Marketing Promotion | 5 |
| | | Elective | 3 |
| | | | 17 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| ECO | 0102 | Macroeconomics | 5 |
| AGR | 0228 | Livestock Diseases and Parasites | 4 |
| BUS | 0123 | Business Finance | 3 |
| | | Elective | 3 |
| | | | 15 |

## *AGRICULTURAL SCIENCE AND MECHANIZATION WITH TECHNICAL SPECIALTY OPTION*

This curriculum is designed to develop the basic skills needed to successfully operate and manage an agricultural program involving commercial crops, poultry and livestock. Emphasis is placed upon mechanization as well as managerial skills. Technical specialty courses are offered throughout the curriculum to enable students to develop the specific skills related to an actual farming situation.

There is increasingly a need for trained personnel in the areas of Agricultural Science and Mechanization. Sophisticated farming methods and increased capital requirements have elevated farming to big business status thus increasing the need for greater efficiency in farm management and production. Graduates of Agricultural Science and Mechanization should be able to function effectively in farm operation and management. They will have specific skills in the following areas: Building Construction and Repair, which includes: Carpentry, Masonry, Electrical Wiring, Plumbing, and Welding; Agronomy, Animal Science, Marketing, and Mechanization.

*The satisfactory completion of a minimum of eighteen (18) hours of general education in addition to the technical specialities lead to an Associate in Applied Science degree.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| AGR | 0101 | Farm Machinery Operation and Maintenace | 5 |
| AGR | 0102 | Farm Records and Taxes | 4 |
| AGR | 0111 | Work Experience | 1 |
| | | | 10 |
| *WINTER QUARTER* | | | |
| AGR | 0103 | Farm Welding | 3 |
| AGR | 0185 | Soil Science | 6 |
| AGR | 0112 | Work Experience | 1 |
| | | | 10 |
| *SPRING QUARTER* | | | |
| AGR | 0201 | Agricultural Chemicals | 6 |
| AGR | 0106 | Farm and Home Construction | 3 |
| AGR | 0113 | Work Experience | 1 |
| | | | 10 |
| *FALL QUARTER* | | | |
| AGR | 0107 | Farm Electrification | 5 |
| AGR | 0108 | Farm Electrification Workshop | 4 |
| AGR | 0114 | Work Experience | 1 |
| | | | 10 |

*WINTER QUARTER*

| | | | |
|---|---|---|---|
| AGR | 0109 | Agricultural Mechanics | 5 |
| MEC | 0111 | Internal Combustion Engines I | 4 |
| AGR | 0115 | Work Experience | 1 |
| | | | 10 |

*SPRING QUARTER*

| | | | |
|---|---|---|---|
| BIO | 0290 | Conservation of Natural Resources | 5 |
| AGR | 0226 | Swine Production | 4 |
| AGR | 0116 | Work Experience | 1 |
| | | | 10 |

*FALL QUARTER*

| | | | |
|---|---|---|---|
| MEC | 0118 | Small Engines | 3 |
| AGR | 0205 | Agricultural Marketing | 6 |
| AGR | 0117 | Work Experience | 1 |
| | | | 10 |

*WINTER QUARTER*

| | | | |
|---|---|---|---|
| AGR | 0202 | Livestock Housing and Equipment | 5 |
| AGR | 0203 | Fruit and Vegetable Production | 4 |
| AGR | 0118 | Work Experience | 1 |
| | | | 10 |

*SPRING QUARTER*

| | | | |
|---|---|---|---|
| AGR | 0227 | Beef and Dairy Production | 4 |
| AGR | 0206 | Farm Machinery Repair | 5 |
| AGR | 0119 | Work Expereince | 1 |
| | | | 10 |

*FALL QUARTER*

| | | | |
|---|---|---|---|
| AGR | 0228 | Livestock Diseases and Parasites | 4 |
| AGR | 0207 | Poultry Enterprises | 5 |
| AGR | 0120 | Work Experience | 1 |
| | | | 10 |

*WINTER QUARTER*

| | | | |
|---|---|---|---|
| AGR | 0208 | Pastures and Forage Crops | 5 |
| AGR | 0209 | Agricultural Programs and Agencies | 4 |
| AGR | 0121 | Work Experience | 1 |
| | | | 10 |

*SPRING QUARTER*

| | | | |
|---|---|---|---|
| AGR | 0210 | Farm Forest Management | 5 |
| AGR | 0180 | General Poultry Science I | 4 |
| AGR | 0122 | Work Experience | 1 |
| | | | 10 |

## *BUILDING CONSTRUCTION TECHNOLOGY*

The building trades compose the largest group of skilled workers in the United States. Altogether there are over 2.5 million men and women employed with critical shortages projected in supervisory, carpentry, and masonry skills. The program is presented utilizing the cluster approach. All students enrolled will pursue the same courses of instruction during the first two quarters. At that point students will decide their training objectives. Specialized options are offered in Building Construction Foremanship and Supervision, Building Construction Management, Carpentry, Masonry, and Drafting-Building Trades. The Building Construction Foremanship and Supervision and Management Programs require two years to complete and the Carpentry, Masonry, or Drafting-Building Trades program, one year. The foremanship and supervision option is designed to provide the basic training required for immediate entry into employment as carpenters, assistant foremen, and related skills jobs, while the management option prepares students for immediate employment in offices of building contractors. Curriculums for carpentry, masonry, and drafting-building trades are reflected in subsequent pages of this catalog. Graduates of the two-year Building Construction program will be awarded an Associate in Applied Science Degree.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| MAT | 0119 | Construction Mathematics I | 3 |
| CON | 0101 | Construction I | 5 |
| PHY | 0101 | Physics: Properties of Matter | 4 |
| DFT | 0118 | Blueprint Reading | 3 |
| ENG | 0111 | Composition: Writing through Perception | 3 |
| | | | 18 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| CON | 0102 | Construction II | 5 |
| PHY | 0102 | Physics: Work, Energy, Power | 4 |
| DFT | 0120 | Construction Drafting I | 4 |
| ENG | 0112 | Composition: Writing through Rhetoric | 3 |
| | | | 16 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| CON | 0103 | Construction III | 5 |
| MAT | 0120 | Construction Mathematics II | 5 |
| DFT | 0121 | Construction Drafting II | 4 |
| ENG | 0103 | Report Writing | 3 |
| | | Elective | 3 |
| | | | 20 |

NOTE: REA 100 must be taken during first year unless proficient.

| *SUMMER QUARTER* | | | |
|---|---|---|---|
| CON | 0200 | Construction Internship | 3 |

| *FALL QUARTER* | | | |
|---|---|---|---|
| CON | 0201 | Construction IV (Electrical Wiring Supervision) | 5 |
| CON | 0204 | Construction Surveying | 5 |
| CON | 0205 | Construction Documents | 3 |
| ENG | 0200 | Oral Communications | 3 |
| | | | 16 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| CON | 0206 | Construction Planning and Estimating I | 5 |
| CON | 0209 | Soils, Foundations, and Structures | 4 |
| CON | 0202 | Construction V (Plumbing Supervision) | 5 |
| BUS | 0113 | Small Business Operation | 3 |
| | | | 17 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| BUS | 0272 | Personnel Management and Supervision | 5 |
| CON | 0207 | Construction Planning and Estimating II | 5 |
| CON | 0203 | Construction VI (Materials and Methods) | 5 |
| | | Elective | 3 |
| | | | 18 |

## *CONSTRUCTION MANAGEMENT*

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| MAT | 0119 | Construction Mathematics I | 3 |
| CON | 0101 | Construction I | 5 |
| PHY | 0101 | Physics: Properties of Matter | 4 |
| DFT | 0118 | Blueprint Reading | 3 |
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| | | | 18 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| CON | 0102 | Construction II | 5 |
| PHY | 0102 | Physics: Work, Energy, Power | 4 |
| DFT | 0120 | Construction Drafting I | 4 |
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| | | | 16 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| CON | 0103 | Construction III | 5 |
| MAT | 0120 | Construction Mathematics II | 5 |
| DFT | 0121 | Construction Drafting II | 4 |
| ENG | 0103 | Report Writing | 3 |
| | | Elective | 3 |
| | | | 20 |

NOTE: REA 100 must be taken during first year unless proficient.

| *SUMMER QUARTER* | | | |
|---|---|---|---|
| CON | 0200 | Construction Internship | 3 |

*FALL QUARTER*

| | | | |
|---|---|---|---|
| BUS | 0102/0103 | Typewriting (or elective if proficient) | 3 |
| CON | 0204 | Construction Surveying | 5 |
| CON | 0205 | Construction Documents | 3 |
| ENG | 0200 | Oral Communications | 3 |
| EDP | 0104 | Introduction to Data Processing Systems | 4 |
| | | | 18 |

*WINTER QUARTER*

| | | | |
|---|---|---|---|
| CON | 0206 | Construction Planning and Estimating I | 5 |
| CON | 0209 | Soils, Foundations, and Structures | 4 |
| BUS | 0120 | Accounting I | 4 |
| BUS | 0115 | Business Law | 5 |
| | | | 18 |

*SPRING QUARTER*

| | | | |
|---|---|---|---|
| BUS | 0272 | Personnel Management and Supervision | 5 |
| CON | 0207 | Construction Planning and Estimating II | 5 |
| BUS | 0110 | Office Machines | 3 |
| BUS | 0271 | Office Management | 3 |
| | | | 16 |

## *BUSINESS ADMINISTRATION TECHNOLOGY*

The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student for administrative work encountered in the average business. Objectives of this curriculum are to develop understanding of the principles of organization and management in business operations, effective communications for business, and human relations as they apply to successful operation in the rapidly expanding business economy.

The graduates of the Business Administration Curriculum may enter a variety of careers from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate may include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, selling, and assisting managers in supervising. Positions are available in businesses such as advertising, banking, credit, finance, retailing, wholesaling, travel industry, insurance, transportation, and communications.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| BUS | 0120 | Accounting I | 4 |
| MAT | 0110 | Business Mathematics | 3 |
| EDP | 0104 | Introduction to Data Processing Systems | 4 |
| | | Elective | 3 |
| PED | | | 1 |
| | | | 18 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| BUS | 0121 | Accounting II | 3 |
| BUS | 0115 | Business Law | 5 |
| BUS | 0123 | Business Finance | 3 |
| PED | | | 1 |
| | | | 15 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| ENG | 0103 | Report Writing | 3 |
| BUS | 0110 | Office Machines I | 3 |
| BUS | 0122 | Accounting III | 3 |
| ECO | 0102 | Macroeconomics | 5 |
| | | Elective | 3 |
| PED | | | 1 |
| | | | 18 |

NOTE: REA 100 must be taken during first year unless proficient.

| *FALL QUARTER* | | | |
|---|---|---|---|
| ENG | 0200 | Oral Communications | 3 |
| BUS | 0235 | Principles of Management | 5 |
| BUS | 0239 | Principles of Marketing | 5 |
| | | Elective | 3 |
| | | | 16 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0206 | Business Communications | 3 |
| BUS | 0243 | Marketing Promotion | 5 |
| BUS | 0229 | Taxes | 4 |
| ECO | 0104 | Microeconomics | 5 |
| | | | 17 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| BUS | 0272 | Personnel Management and Supervision | 5 |
| BUS | 0271 | Office Management | 3 |
| PSY | 0206 | Applied Psychology | 3 |
| | | Electives | 6 |
| | | | 17 |

## *BUSINESS DATA PROCESSING TECHNOLOGY*

The Business Data Processing Curriculum is designed to give the student functional competence in the application of data processing systems and experience in computer programming of business records and accounts, inventory, sales, and income and expenditures essential to business and to management decisions.

The business data processing specialist analyzes and defines systems requirements to develop a program of electronic data processing; conducts detailed analyses of systems requirements; and develop all levels of block diagrams and logical flow charts. He translates program details into coded instruction; establishes test data; and tests, refines, and revises programs and documents procedures. It is his job to ascertain if other combinations of instruction would achieve greater flexibility, better machine utilization, or more dependable results. He may prepare a complete set of operating instructions for use by a console operator; on occasion, he may operate the console in a processing program.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| MAT | 0101 | Technical Mathematics | 5 |
| EDP | 0101 | Functional Wiring Principles | 3 |
| EDP | 0104 | Introduction to Data Processing | 4 |
| | | Elective | 3 |
| PED | | | 1 |
| | | | 19 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| EDP | 0107 | Introduction to Fortran IV | 3 |
| BUS | 0120 | Accounting I | 4 |
| MAT | 0121 | Data Processing Mathematics | 5 |
| PED | | | 1 |
| | | | 16 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| ENG | 0103 | Report Writing | 3 |
| EDP | 0108 | Introduction to Computer Systems | 3 |
| EDP | 0110 | Business Programming I (RPG II) | 4 |
| BUS | 0121 | Accounting II | 3 |
| | | Elective | 3 |
| PED | | | 1 |
| | | | 17 |

NOTE: REA 100 must be taken during first year unless proficient.

| *FALL QUARTER* | | | |
|---|---|---|---|
| ENG | 0200 | Oral Communications | 3 |
| EDP | 0207 | Business Programming II (COBOL) | 4 |
| BUS | 0110 | Office Machines I | 3 |
| EDP | 0220 | Assembly Language | 4 |
| BUS | 0122 | Accounting III | 3 |
| | | | 17 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| PSY | 0206 | Applied Psychology | 3 |
| EDP | 0205 | Linear Programming and Critical Path Method | 4 |
| EDP | 0208 | Business Programming III (COBOL) | 4 |
| MAT | 0214 | Statistics | 5 |
| | | | 16 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| EDP | 0216 | Research Project | 4 |
| BUS | 0225 | Cost Accounting | 4 |
| BUS | 0272 | Personnel Management and Supervision | 5 |
| EDP | 0202 | Business Programming IV (PL/1) | 4 |
| | | | 17 |

## COUNSELOR ASSOCIATE

The Counselor Associate Curriculum is a two-year program designed to prepare paraprofessionals to work as support personnel in providing a planned program of guidance services. Throughout the program the laboratory courses are well planned, implemented, and coordinated with classroom work so that each experience yields maximum understanding and improves the skills of the student.

The Counselor Associate is involved in such activities as person-to-person helping relationships and providing help indirectly to counselors. He is a resource person who understands the manpower needs and the educational requirements for different vocations. He is able to communicate this knowledge to children, adolescents, and adults in helping them plan for a career or for job placement. His skills in communication are such that he is able to work with people from various backgrounds.

The following options are available to graduates of this program: immediate employment as a paraprofessional (in education, human service agencies, or industry) or continued education at a senior institution.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| ENG | 0111 | Composition: Writing through Perception | 3 |
| PHS | 0111 | Physical Science I | 4 |
| HIS | 0111 | World Civilization I | 3 |
| PED | | | 1 |
| EDU | 0140 | Introduction to Student Services | 6 |
| | | | 17 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| PHS | 0112 | Physical Science II | 4 |
| HIS | 0112 | World Civilization II | 3 |
| PED | | | 1 |
| EDU | 0141 | Occupational and Educational Information | 6 |
| | | | 17 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| ENG | 0113 | Composition: Writing Through Research | 3 |
| PHS | 0113 | Physical Science III | 4 |
| HIS | 0113 | World Civilization III | 3 |
| PED | | | 1 |
| EDU | 0142 | Techniques and Skills of Counseling | 6 |
| | | | 17 |

NOTE: REA 100 must be taken during first year unless proficient.

| *FALL QUARTER* | | | |
|---|---|---|---|
| ENG | 0200 | Oral Communications | 3 |
| ENG | 0211 | World Literature I | 3 |
| PSY | 0214 | Introduction to Psychology | 3 |
| EDU | 0243 | Administration and Interpretation of Tests | 6 |
| | | Elective | 3 |
| | | | 18 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0212 | World Literature II | 3 |
| MAT | 0111 | College Mathematics I | 3 |
| EDU | 0244 | Community Resources | 6 |
| | | Elective | 3 |
| | | | 15 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| ENG | 0213 | World Literature III | 3 |
| MAT | 0112 | College Mathematics II | 3 |
| EDU | 0245 | Educating the Minority Student | 6 |
| SOC | 0211 | Introductory Sociology | 3 |
| | | | 15 |

# *DIESEL AND EQUIPMENT TECHNOLOGY*

The Diesel and Equipment Technology is designed to help the student acquire the basic understanding and knowledge needed to become a skilled technician who understands the complexities of the internal combustion engine, multi-speed transmissions, hydraulic systems, diesel fuel injection system and many other essential components.

The program is enriched by the addition of general education courses to include communication skills, mathematics, physics, and applied psychology.

A variety of interesting, challenging career opportunities is offered by the Trucking Industry and Farm Equipment Dealers.

The rapidly expanding trucking industry and widespread use of modern machinery has created employment opportunities in maintenance of trucks and agricultural equipment, sales, service, finance, distribution, and many supervisory positions in the parts, service, and sales department.

The successful graduate will be awarded an Associate in Applied Science Degree.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| DFT | 0110 | Schematics and Diagrams | 1 |
| WLD | 0119 | Techniques of Welding I | 2 |
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| MAT | 0101 | Technical Mathematics | 5 |
| MEC | 0111 | Internal Combustion Engines I | 4 |
| MEC | 0214 | Farm Machinery | 3 |
| | | | 18 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| PHY | 0103 | Physics: Electricity | 4 |
| MEC | 0112 | Internal Combustion Engines II | 3 |
| MEC | 0114 | Electrical and Fuel Systems | 4 |
| MEC | 0115 | Hydraulic Systems | 3 |
| | | | 17 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| ENG | 0103 | Report Writing | 3 |
| PHY | 0102 | Physics: Work, Energy, Power | 4 |
| MEC | 0113 | Internal Combustion Engines III | 3 |
| MEC | 0116 | Applied Hydraulics | 3 |
| MEC | 0118 | Small Engines | 3 |
| | | | 16 |

NOTE: REA 100 must be taken during first year unless proficient.

| *SUMMER QUARTER* | | | |
|---|---|---|---|
| MEC | 0200 | Internship | 3 |

| *FALL QUARTER* | | | |
|---|---|---|---|
| WLD | 0120 | Techniques of Welding II | 3 |
| ENG | 0200 | Oral Communications | 3 |
| MEC | 0210 | Machines Operation | 3 |
| MEC | 0211 | Diesels I | 6 |
| | | | 15 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| MEC | 0212 | Diesels II | 6 |
| MEC | 0221 | Chassis Suspension and Power Systems | 6 |
| | | Elective | 3 |
| | | | 15 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| AHR | 0203 | Air Conditioning | 4 |
| MEC | 0215 | Diesels III | 6 |
| MEC | 0220 | Parts and Service Management | 3 |
| | | Elective | 3 |
| | | | 16 |

# *EARLY CHILDHOOD SPECIALIST*

The Early Childhood Specialist Curriculum is a two-year program designed to prepare men and women for gainful employment in the fields of Early Childhood education and child development.

The length of the program includes two academic years of six quarters of work. The curriculum offers students two exit points. Students interested in acquiring the basic skills needed to be a competent assistant in a child care program may complete the first four quarters of the program and receive a diploma as a child care worker. Students who complete the second year of the program will be qualified after additional experience to enter more advanced paraprofessional positions which require greater responsibility and technical competence in child development institutions. Two options are offered in the two year program. Those students interested in preparing for a career as a paraprofessional may take Option 1 which leads to the Associate in Applied Science Degree, while those students interested in additional preparation at a senior institution may meet the requirements for the Associate in Arts by selecting Option 2.

The Early Childhood Specialist curriculum is an intensive college-level program. Laboratory courses are well planned, implemented, and coordinated with classroom work so that each experience yields maximum understanding and improves the skills of the student.

The responsibilities of the Early Childhood Specialist as a paraprofessional are quite varied and it requires a person with good interpersonal skills and adaptability as well as love for children to function effectively in this position. The major function of the Early Childhood Specialist is the care and guidance of young children. This includes a concern for the mental, social, physical, and emotional growth and development of the child. In a school or a child development center this may include outdoor play, storytelling, language and communication skills, experiences with music, art and dramatic activities, field trips, food preparation and service and other routines.

Job titles vary with different agencies and schools. Some of the terms used are educational assistant, teacher aide, child care worker, early childhood specialist, auxiliary educational personnel; still others use assistant teacher or just teacher. Jobs for early childhood education assistants are found in:

1. Hospitals
2. Institutions for Exceptional Children
3. 24-hour Care Units
4. Headstart Programs
5. Day-Care and Child Development Centers
6. Private or Cooperative Nurseries and Pre-Kindergarten Programs
7. Public Schools

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| PSY | 0103 | Human Growth and Development | 3 |
| EDU | 0103 | Pre-School Education | 4 |
| PHS | 0111 | Physical Science I | 4 |
| PED | | | 1 |
| EDU | 0201 | Seminar-Practicum (Option 1) or Elective | 3 |
| HIS | 0111 | World Civilizations (Option 2) | 3 |
| | | | 18 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| PSY | 0104 | Human Growth and Development | 3 |
| HUM | 0123 | Humanities for Children | 3 |
| PHS | 0112 | Physical Science II | 4 |
| PED | | | 1 |
| EDU | 0202 | Seminar - Practicum (Option 1) | 3 |
| HIS | 0112 | World Civilization (Option 2) | 3 |
| | | | 17 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| ENG | 0113 | Composition: Writing Through Research | 3 |
| PSY | 0105 | Human Growth and Development | 3 |
| EDU | 0151 | Creative Activities | 3 |
| PHS | 0113 | Physical Science III | 4 |
| PED | | | 1 |
| EDU | 0203 | Seminar - Practicum (Option 1) | 3 |
| HIS | 0113 | World Civilization (Option 2) | 3 |
| | | | 17 |

NOTE: REA 100 must be taken during first year unless proficient.

| *FALL QUARTER* | | | |
|---|---|---|---|
| ENG | 0200 | Oral Communications | 3 |
| EDU | 0209 | Nutrition and Health | 3 |
| EDU | 0204 | Seminar - Practicum | 3 |
| EDU | 0207 | Exceptional Child | 3 |
| | | Elective (Option 1) | 3 |
| ENG | 0211 | World Literature (Option 2) | 3 |
| | | | 15 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0217 | Children's Literature | 3 |
| EDU | 0208 | Physical Activities for Children | 3 |
| | | Elective | 3 |
| EDU | 0205 | Seminar - Practicum | 3 |
| | | Elective (Option 1) | 3 |
| MAT | 0111 | College Mathematics I (Option 2) | 3 |
| | | | 15 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| EDU | 0210 | Parent Education | 3 |
| SOC | 0213 | Marriage and Family Relations | 3 |
| EDU | 0206 | Seminar - Practicum | 3 |
| | | Elective (Option 1) | 6 |
| MAT | 0112 | College Mathematics II (Option 2) | 3 |
| ENG | 0213 | World Literature (Option 2) | 3 |
| | | | 15 |

## *FOOD and ENVIRONMENTAL SCIENCE TECHNOLOGIES*

Food and Environmental Science Technology is a two-year college level program designed to prepare men and women for employment in the Food and Environmental Science field. The core curriculum gives students two options for specialization at the end of the first year. These include: Food Science Technology and Environmental Science Technology. Laboratory experiences are coordinated with class activities throughout the curriculum to provide an instructional program that is relative to the skills needed in the Food and Environmental Science Fields.

The Food Science Technician works primarily in six main areas. (1) As food buyers for processors, supermarket chains or others requiring trained persons to do the purchasing. (2) In the production of foods at various levels. (3) In quality control and product development work. (4) In sales of foods, which involves advertising and marketing at several levels. (5) In jobs related to foods requiring persons trained in these areas. (6) In governmental inspection to insure that quality foods reach the consumer.

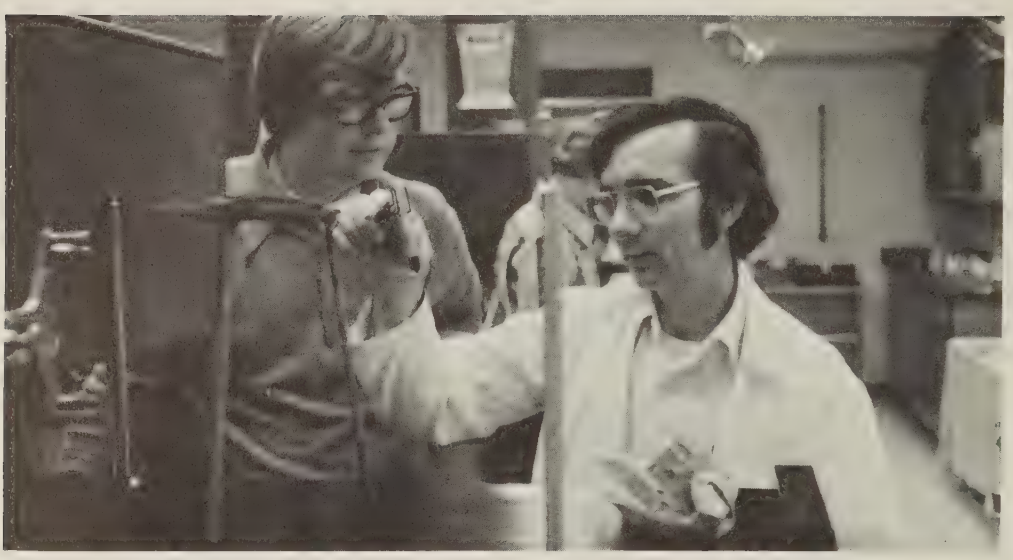
The Environmental Science Technician works primarily in the following areas: Air, Water, and Effluent Pollution control. There is a tremendous need for Environmental Science Technicians who can utilize various methods to increase our supply of fresh air and water. Specific job opportunities are available through various governmental agencies as well as private industry. Examples of job positions that exist are the following: Sanitation Technician, Water Safety Technician, Effluent Control Technician, Environmental Safety Technician, and Environmental and Sanitation Inspectors.

# *ENVIRONMENTAL SCIENCE TECHNICIAN*

| | | | *CREDIT HOURS* |
|---|---|---|---|
| *FALL QUARTER* | | | |
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| MAT | 0101 | Technical Mathematics | 5 |
| FES | 0101 | Food and Environmental Science I | 5 |
| CHM | 0111 | General Chemistry I | 4 |
| PED | | | 1 |
| | | | 18 |
| *WINTER QUARTER* | | | |
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| FES | 0102 | Food and Environmental Science II | 5 |
| CHM | 0112 | General Chemistry II | 4 |
| PED | | | 1 |
| | | Elective | 3 |
| | | | 16 |
| *SPRING QUARTER* | | | |
| ENG | 0103 | Report Writing | 3 |
| CHM | 0113 | General Chemistry III | 4 |
| BIO | 0174 | General Microbiology | 5 |
| PED | | | 1 |
| | | Elective | 3 |
| | | | 16 |

NOTE: REA 100 must be taken during first year unless proficient.

| | | | |
|---|---|---|---|
| *SUMMER QUARTER* | | | |
| FES | 0200 | Internship | 3 |
| *FALL QUARTER* | | | |
| ENG | 0200 | Oral Communications | 3 |
| BIO | 0176 | Microbiology of Foods I | 5 |
| FES | 0201 | Elements of Environmental Sanitation | 4 |
| PHY | 0111 | General Physics I | 4 |
| | | Elective | 3 |
| | | | 19 |
| *WINTER QUARTER* | | | |
| PHY | 0112 | General Physics II | 4 |
| FES | 0202 | Water Sampling and Analysis | 5 |
| FES | 0203 | Air Sampling and Analysis | 5 |
| CHM | 0230 | Chemical Pollution and Control | 3 |
| | | | 17 |
| *SPRING QUARTER* | | | |
| BIO | 0178 | Microbiology of Foods II | 5 |
| FES | 0220 | Soil Sampling and Analysis | 5 |
| FES | 0221 | Pest and Effluent Control | 5 |
| | | Elective | 3 |
| | | | 18 |



## *FOOD SCIENCE TECHNICIAN*

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| MAT | 0101 | Technical Mathematics | 5 |
| FES | 0101 | Food and Environmental Science I | 5 |
| CHM | 0111 | General Chemistry I | 4 |
| PED | | | 1 |
| | | | 18 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| FES | 0102 | Food and Environmental Science II | 5 |
| CHM | 0112 | General Chemistry II | 4 |
| PED | | | 1 |
| | | Elective | 3 |
| | | | 16 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| ENG | 0103 | Report Writing | 3 |
| CHM | 0113 | General Chemistry III | 4 |
| BIO | 0174 | General Microbiology | 5 |
| PED | | | 1 |
| | | Elective | 3 |
| | | | 16 |

NOTE: REA 100 must be taken during first year unless proficient.

*SUMMER QUARTER*

| | | | |
|---|---|---|---|
| FES | 0200 | Internship | 3 |

*FALL QUARTER*

| | | | |
|---|---|---|---|
| ENG | 0200 | Oral Communications | 3 |
| BIO | 0176 | Microbiology of Foods I | 5 |
| FES | 0204 | Food Analysis | 5 |
| PHY | 0111 | General Physics I | 4 |
| | | | 17 |

*WINTER QUARTER*

| | | | |
|---|---|---|---|
| PHY | 0112 | General Physics II | 4 |
| FES | 0216 | Food Processing - Meats | 5 |
| FES | 0212 | Food Processing - Dairy Products | 5 |
| | | Social Science Elective | 3 |
| | | | 17 |

*SPRING QUARTER*

| | | | |
|---|---|---|---|
| BIO | 0178 | Microbiology of Foods II | 5 |
| FES | 0214 | Food Processing - Fruits and Vegetables | 5 |
| FES | 0218 | Food Processing - Poultry | 5 |
| | | Elective | 4 |
| | | | 19 |

# *HOTEL-MOTEL MANAGEMENT TECHNOLOGY*

The Hotel-Motel Management Curriculum is a two-year program designed to develop standards for work as supervisory and management personnel in motels, hotels, restaurants and clubs. Areas of study include front office management, accounting, sales promotion, food and beverage control, personnel management, food preparation and service. An internship program is also provided to enable the student to acquire experience under the direction of a qualified manager and college supervisor.

| *FALL QUARTER* | | *CREDIT HOURS* |
|---|---|---|
| ENG 0111 | Composition: Writing Through Perception | 3 |
| HMM 0102 | Hotel-Motel Administration | 5 |
| MAT 0110 | Business Mathematics | 3 |
| HMM 0111 | Hotel-Motel Management | 3 |
| | Elective | 3 |
| PED | | 1 |
| | | 18 |

| *WINTER QUARTER* | | |
|---|---|---|
| ENG 0112 | Composition: Writing Through Rhetoric | 3 |
| HMM 0104 | Front Office Procedure | 4 |
| BUS 0120 | Accounting I | 4 |
| ECO 0104 | Microeconomics | 5 |
| PED | | 1 |
| | | 17 |

| *SPRING QUARTER* | | |
|---|---|---|
| ENG 0103 | Report Writing | 3 |
| HMM 0108 | Food Preparation | 4 |
| BUS 0121 | Accounting II | 3 |
| PSY 0101 | Human Relations | 3 |
| | Elective | 3 |
| PED | | 1 |
| | | 17 |

NOTE: REA 100 must be taken during first year unless proficient.

| *SUMMER QUARTER* | | |
|---|---|---|
| HMM 0112 | Hotel-Motel Application II | 3 |

*FALL QUARTER*

| | | | |
|---|---|---|---|
| ENG | 0200 | Oral Communications | 3 |
| HMM | 0209 | Food and Beverage Purchasing | 3 |
| BUS | 0235 | Principles of Management | 5 |
| BUS | 0122 | Accounting III | 3 |
| | | | 14 |

*WINTER QUARTER*

| | | | |
|---|---|---|---|
| HMM | 0207 | Hotel-Motel Maintenance | 5 |
| BUS | 0115 | Business Law | 5 |
| BUS | 0243 | Marketing Promotion | 5 |
| | | | 15 |

*SPRING QUARTER*

| | | | |
|---|---|---|---|
| HMM | 0211 | Food and Beverage Management | 4 |
| PSY | 0206 | Applied Psychology | 3 |
| BUS | 0272 | Personnel Management and Supervision | 5 |
| HMM | 0105 | Hotel-Motel Law | 3 |
| | | | 15 |

## *HORTICULTURE TECHNOLOGY*

The Horticulture Technology is a two-year college level program designed to prepare men and women for employment in the horticultural field. The core curriculum gives students three options for specialization. These include: Turf-Grass Management, Nursery Management, and Landscape Development Technology. Laboratory experiences are coordinated with class activities throughout the curriculum to provide an instructional program that is relative to the skills needed in the horticulture technology fields. The core approach in the curriculum also gives students the flexibility of choosing a specialty as late as the third quarter without the loss of credit.

## *LANDSCAPE DEVELOPMENT TECHNICIAN*

The Landscape Development Technician may work in three general areas. First, landscape planning — before landscaping can be done, proper plans must be prepared, and this involves landscape technology. The technician prepares lists of materials, sketches, planting plans, and estimates of costs of landscaping property. The second area is landscape construction where the technician again exercises planning and drafting techniques and can perform the actual work for landscape contractors. The third area is individual proprietorship. There are many areas in the field of landscape development technology that open opportunities for establishing one's own business.

## *LANDSCAPE DEVELOPMENT TECHNICIAN*

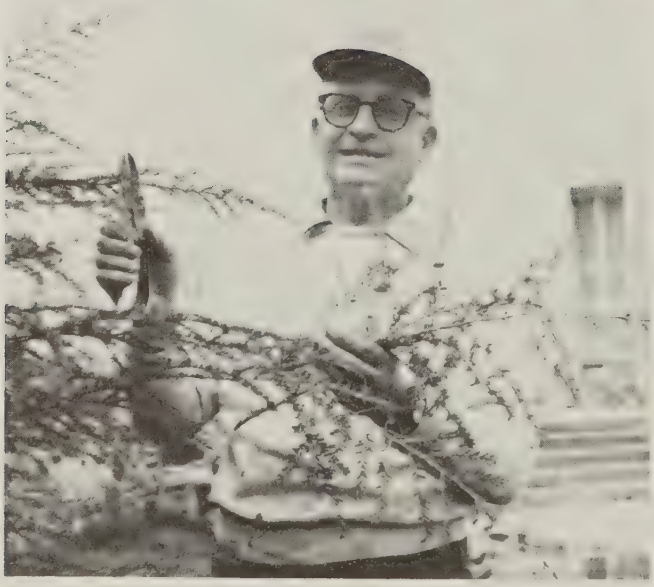
| | | | *CREDIT HOURS* |
|---|---|---|---|
| *FALL QUARTER* | | | |
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| MAT | 0101 | Technical Mathematics | 5 |
| HRT | 0151 | Plant Materials I | 4 |
| CHM | 0110 | Technical Chemistry | 4 |
| | | | 16 |
| *WINTER QUARTER* | | | |
| ENG | 0111 | Composition: Writing Through Rhetoric | 3 |
| DFT | 0103 | Landscape Drafting | 2 |
| AGR | 0185 | Soil Science | 6 |
| BIO | 0120 | Botany I | 3 |
| HRT | 0265 | Turf-Grass Management | 4 |
| | | | 18 |
| *SPRING QUARTER* | | | |
| ENG | 0103 | Report Writing | 3 |
| HRT | 0154 | Plant Materials II | 4 |
| HRT | 0160 | Landscape Construction Techniques Applied | 4 |
| BIO | 0121 | Botany II | 3 |
| HRT | 0260 | Lawn and Garden Equipment | 3 |
| | | | 17 |

NOTE: REA 100 must be taken during first year unless proficient.

| | | | |
|---|---|---|---|
| *SUMMER QUARTER* | | | |
| HRT | 0200 | Landscape Practices | 14 |
| *FALL QUARTER* | | | |
| ENG | 0200 | Oral Communications | 3 |
| HRT | 0251 | Landscape Design | 4 |
| HRT | 0254 | Ornamental Plant Protection | 4 |
| HRT | 0252 | Problem Soils and Amendments | 4 |
| | | Elective | 3 |
| | | | 18 |
| *WINTER QUARTER* | | | |
| HRT | 0155 | Arboriculture | 4 |
| AGR | 0201 | Agricultural Chemicals | 6 |
| HRT | 0262 | Surveying | 3 |
| BUS | 0113 | Small Business Operations | 3 |
| | | | 16 |
| *SPRING QUARTER* | | | |
| HRT | 0259 | Drainage and Irrigation | 3 |
| BIO | 0290 | Conservation of Natural Resources | 5 |
| PSY | 0206 | Applied Psychology | 3 |
| HRT | 0299 | Recreation | 3 |
| | | | 14 |

## *NURSERY OPERATION TECHNICIAN*

The Nursery Operation Technician works in three main areas of nursery operation. The largest and most appealing is the field of growing plants. The second area might be called middle management, involving the planning and direction of activities in the nursery, and the third is the marketing and selling of products.



## *NURSERY OPERATION TECHNICIAN*

| | | | *CREDIT HOURS* |
|---|---|---|---|
| *FALL QUARTER* | | | |
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| MAT | 0101 | Technical Mathematics | 5 |
| HRT | 0151 | Plant Materials I | 4 |
| CHM | 0110 | Technical Chemistry | 4 |
| | | | 16 |
| *WINTER QUARTER* | | | |
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| DFT | 0103 | Landscape Drafting | 2 |
| AGR | 0185 | Soil Science | 6 |
| BIO | 0120 | Botany I | 3 |
| HRT | 0265 | Turf-Grass Management | 4 |
| | | | 18 |
| *SPRING QUARTER* | | | |
| ENG | 0103 | Report Writing | 3 |
| HRT | 0154 | Plant Materials II | 4 |
| HRT | 0253 | Green House Management | 4 |
| HRT | 0260 | Lawn and Garden Equipment | 3 |
| BIO | 0121 | Botany II | 3 |
| | | | 17 |

NOTE: REA 100 must be taken during first year unless proficient.

| | | | |
|---|---|---|---|
| *SUMMER QUARTER* | | | |
| HRT | 0200 | Landscape Practices | 14 |
| *FALL QUARTER* | | | |
| ENG | 0200 | Oral Communications | 3 |
| HRT | 0251 | Landscape Design | 4 |
| HRT | 0256 | Nursery Management | 4 |
| HRT | 0254 | Ornamental Plant Protection | 4 |
| | | Elective | 3 |
| | | | 18 |
| *WINTER QUARTER* | | | |
| HRT | 0155 | Arboriculture | 4 |
| AGR | 0201 | Agricultural Chemicals | 6 |
| HRT | 0262 | Surveying | 3 |
| BUS | 0113 | Small Business Operations | 3 |
| | | | 16 |
| *SPRING QUARTER* | | | |
| HRT | 0259 | Drainage and Irrigation | 3 |
| BIO | 0290 | Conservation of Natural Resources | 5 |
| PSY | 0206 | Applied Psychology | 3 |
| HRT | 0299 | Recreation | 3 |
| | | | 14 |

## *TURF-GRASS MANAGEMENT TECHNICAIN*

The Turf-Grass Management Technician may find work in three general areas: The Private sector; where lawn areas are constructed and maintained for homes, apartment houses and businesses. The public sector which involves all facets of planning, execution and maintenance of public lands such as parks, playing fields, golf courses and other recreational areas. There are also areas such as sod production, turf grass seed production, irrigation, transportation, the sale of pesticides and lawn equipment where the turf grass technician would be in demand.

# *TURF-GRASS MANAGEMENT TECHNICIAN*

| | | | *CREDIT HOURS* |
|---|---|---|---|
| *FALL QUARTER* | | | |
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| MAT | 0101 | Technical Mathematics | 5 |
| HRT | 0151 | Plant Materials I | 4 |
| CHM | 0110 | Technical Chemistry | 4 |
| | | | 16 |
| *WINTER QUARTER* | | | |
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| DFT | 0103 | Landscape Drafting | 2 |
| AGR | 0185 | Soil Science | 6 |
| BIO | 0120 | Botany I | 3 |
| HRT | 0265 | Turf-Grass Management | 4 |
| | | | 18 |
| *SPRING QUARTER* | | | |
| ENG | 0103 | Report Writing | 3 |
| HRT | 0154 | Plant Materials II | 4 |
| HRT | 0260 | Lawn and Garden Equipment | 3 |
| BIO | 0121 | Botany II | 3 |
| | | Elective | 3 |
| | | | 16 |

NOTE: REA 100 must be taken during first year unless proficient.

| | | | |
|---|---|---|---|
| *SUMMER QUARTER* | | | |
| HRT | 0200 | Landscape Practices | 14 |
| *FALL QUARTER* | | | |
| ENG | 0200 | Oral Communications | 3 |
| HRT | 0251 | Landscape Design | 4 |
| HRT | 0267 | Golf Greens and Grasses | 4 |
| HRT | 0254 | Ornamental Plant Protection | 4 |
| | | Elective | 3 |
| | | | 18 |
| *WINTER QUARTER* | | | |
| HRT | 0155 | Arboriculture | 4 |
| AGR | 0201 | Agricultural Chemicals | 6 |
| HRT | 0262 | Surveying | 3 |
| BUS | 0113 | Small Business Operations | 3 |
| | | | 16 |
| *SPRING QUARTER* | | | |
| HRT | 0259 | Drainage and Irrigation | 3 |
| BIO | 0290 | Conservation of Natural Resources | 5 |
| PSY | 0206 | Applied Psychology | 3 |
| PED | 0213 | Golf | 1 |
| HRT | 0299 | Recreation | 3 |
| | | | 15 |

## *INDUSTRIAL MANAGEMENT TECHNOLOGY*

The Industrial Management Curriculum is designed to develop the individual's abilities in business and industrial management, psychology, production methods, and the general and social education that broadens one's perspective. This training should provide one with the opportunity to advance in an industrial occupation and to assume the responsibilities that go with supervisory and mid-management positions in industry.

The supervisor or foreman in industry coordinates the activities of workers. His duties may encompass interpretation of company policies to workers, planning production schedules and estimating man hour requirements for job completion, establishing or adjusting work procedures, analyzing and resolving work problems, and initiating or suggesting plans to motivate workers to achieve work goals.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| MAT | 0101 | Technical Mathematics | 5 |
| EDP | 0104 | Introduction to Date Processing Systems | 4 |
| | | Elective | 3 |
| PED | | | 1 |
| | | | 16 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| BUS | 0115 | Business Law or BUS 0116 Labor Law | 5 |
| BUS | 0123 | Business Finance | 3 |
| ISC | 0231 | Manufacturing Processes | 4 |
| PED | | | 1 |
| | | | 16 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| ENG | 0103 | Report Writing | 3 |
| ISC | 0201 | Industrial Safety | 4 |
| ISC | 0205 | Motion Economy | 4 |
| ISC | 0204 | Value Analysis | 3 |
| | | Elective | 3 |
| PED | | | 1 |
| | | | 18 |

NOTE: REA 100 must be taken during first year unless proficient.

| *FALL QUARTER* | | | |
|---|---|---|---|
| ENG | 0200 | Oral Communications | 3 |
| BUS | 0235 | Principles of Management | 5 |
| ISC | 0213 | Production Planning | 4 |
| ISC | 0214 | Industrial Application I | 3 |
| | | Elective | 3 |
| | | | 18 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ECO | 0104 | Microeconomics | 5 |
| ISC | 0209 | Plant Layout | 4 |
| ISC | 0215 | Industrial Application II | 3 |
| ISC | 0202 | Quality Control | 4 |
| | | | 16 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| BUS | 0272 | Personnel Management and Supervision | 5 |
| ISC | 0232 | Labor Relations | 5 |
| ISC | 0216 | Industrial Application III | 3 |
| | | Social Science Elective | 3 |
| | | | 16 |

## *POULTRY AND LIVESTOCK TECHNOLOGY*

The Poultry and Livestock Curriculum is designed to teach the student about producing, marketing, processing, and distributing livestock and poultry and their products according to the scientific principles essential to efficeint and profitable operations. The student learns about the specializations of the livestock and poultry industry, including automation, materials, handling, manpower efficiency, production control and schedules, contractural arrangements and vertical and horizontal integration. He also gains an understanding of practical principles of our economic system. Governmental policies and programs pertaining to agricultural production and marketing are emphasized.

Occupational opportunities include such jobs as feed salesmen, equipment salesmen, field servicemen, flock or herd managers, feed mill managers, and buyers of poultry and livestock.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| MAT | 0110 | Business Mathematics | 3 |
| BIO | 0125 | Animal Science | 6 |
| AGR | 0180 | General Poultry Science I | 4 |
| | | | 16 |
| *WINTER QUARTER* | | | |
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| EDP | 0104 | Introduction to Date Processing Systems | 4 |
| CHM | 0110 | Technical Chemistry | 4 |
| AGR | 0185 | Soil Science | 6 |
| | | | 17 |
| *SPRING QUARTER* | | | |
| ENG | 0103 | Report Writing | 3 |
| AGR | 0127 | Animal Nutrition | 6 |
| AGR | 0181 | General Poultry Science II | 4 |
| BIO | 0170 | Plant Science | 6 |
| | | | 19 |

NOTE: REA 100 must be taken during first year unless proficient.

| *SUMMER QUARTER* | | | |
|---|---|---|---|
| AGR | 0200 | Intership | 3 |
| *FALL QUARTER* | | | |
| ENG | 0200 | Oral Communication | 3 |
| BUS | 0235 | Principles of Management | 5 |
| MEC | 0214 | Farm Machinery | 3 |
| | | Electives | 7 |
| | | | 18 |
| *WINTER QUARTER* | | | |
| AGR | 0205 | Agricultural Marketing | 6 |
| AGR | 0227 | Beef and Dairy Production | 4 |
| SOC | 0211 | Introductory Sociology | 3 |
| ECO | 0102 | Macroeconomics | 5 |
| | | | 18 |
| *SPRING QUARTER* | | | |
| AGR | 0201 | Agricultural Chemicals | 6 |
| AGR | 0226 | Swine Production | 4 |
| AGR | 0280 | Poultry Health | 4 |
| PSY | 0206 | Applied Psychology | 3 |
| | | | 17 |

# *SECRETARIAL SCIENCE TECHNOLOGY*

The purpose of the Secretarial Technology Curriculum is to provide students with training in the accepted procedures required by the business world. It is designed to give students the necessary secretarial training in typewriting, dictation, transcription, and terminology for employment. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The Secretarial Technology Curriculum offers three options to secretarial students. The student may choose to graduate as either an executive, a medical, or a legal secretary. Elective courses available provide the specialized training needed by the modern secretary in each of the options.

The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, and reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with — meeting office callers, screening telephone calls, and assisting an executive. Opportunities for employment exist in a variety of secretarial positions in businesses and industries, in law offices and law related enterprises, and in physicians' offices, hospitals and industries serving the medical profession.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| BUS | 0102 | Typewriting I or Elective if Proficient | 3 |
| BUS | 0110 | Business Mathematics | 3 |
| BUS | 0106 | Shorthand I or Elective if Proficient | 3 |
| | | Elective | 3 |
| PED | | | 1 |
| | | | 16 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| BUS | 0103 | Typewriting II or Elective if Proficient | 3 |
| BUS | 0107 | Shorthand II or Elective if Proficient | 3 |
| BUS | 0115 | Business Law | 5 |
| PED | | | 1 |
| | | | 15 |

*SPRING QUARTER*

| | | | |
|---|---|---|---|
| ENG | 0103 | Report Writing | 3 |
| BUS | 0104 | Typewriting III | 3 |
| BUS | 0108 | Shorthand III | 3 |
| BUS | 0110 | Office Machines I | 3 |
| BUS | 0112 | Filing and Records Management | 3 |
| PED | | | 1 |
| | | | 16 |

NOTE: REA 100 must be taken during first year unless proficient.

*FALL QUATER*

| | | | |
|---|---|---|---|
| ENG | 0200 | Oral Communications | 3 |
| BUS | 0206 | Dictation and Transcription I | 4 |
| BUS | 0211 | Office Machines II | 4 |
| EDP | 0104 | Introduction to Date Processing Systems | 4 |
| BUS | 0120 | Accounting I | 4 |
| | | | 19 |

*WINTER QUARTER*

| | | | |
|---|---|---|---|
| ENG | 0206 | Business Communications | 3 |
| BUS | 0207 | Dictation and Transcription II | 4 |
| BUS | 0214 | Secretarial Procedures | 3 |
| BUS | 0121 | Accounting II | 3 |
| | | Elective | 3 |
| | | | 16 |

*SPRING QUARTER*

| | | | |
|---|---|---|---|
| BUS | 0208 | Dictation and Transcription III | 4 |
| PSY | 0206 | Applied Psychology | 3 |
| BUS | 0205 | Advanced Typewriting | 4 |
| PSY | 0112 | Personality Development | 3 |
| | | Elective | 3 |
| | | | 17 |

*SECRETARIAL TECHNOLOGY COURT REPORTING*

The purpose of the Court Reporting Curriculum is to provide specialized training in the accepted procedures required by the profession, and to enable persons to become proficient soon after accepting employment. The curriculum is designed to offer students the necessary skills in typewriting, Stenograph machine shorthand, dictation, transcription, and terminology for employment as a court reporter and/or conference reporter.

The graduate of the Court Reporting Curriculum should find opportunity for immediate employment, rapid advancement, and a good salary. The duties of a court reporter may consist of recording examinations, testimony, opinions, judge's charge to jury, judgment or sentence of court, and other proceedings in a court of law. The duties of a conference-conversation reporter may consist of recording proceedings of conferences, conventions and informal business or committee meetings. The graduate may be employed by a reporting firm, or work on a free-lance basis.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| BUS | 0102 | Typewriting I or Elective if Proficient | 3 |
| BUS | 0126 | Machine Shorthand I | 7 |
| | | Elective | 3 |
| PED | | | 1 |
| | | | 17 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| BUS | 0103 | Typewriting II or Elective if Proficient | 3 |
| BUS | 0127 | Machine Shorthand II | 7 |
| | | Elective | 3 |
| PED | | | 1 |
| | | | 17 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| ENG | 0103 | Report Writing | 3 |
| BUS | 0104 | Typewriting III | 3 |
| BUS | 0128 | Machine Shorthand III | 7 |
| BUS | 0110 | Office Machines I | 3 |
| PED | | | 1 |
| | | | 17 |

NOTE: REA 100 must be taken during first year unless proficient.

| *FALL QUARTER* | | | |
|---|---|---|---|
| ENG | 0200 | Oral Communications | 3 |
| BUS | 0202 | Dictation and Transcription I | 4 |
| BUS | 0251 | Court Procedure | 3 |
| EDP | 0104 | Introduction to Date Processing Systems | 4 |
| | | | 14 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0206 | Business Communications | 3 |
| BUS | 0203 | Dictation and Transcription II | 4 |
| BUS | 0214 | Secretarial Procedures | 3 |
| BUS | 0115 | Business Law | 5 |
| | | | 15 |

| *SIXTH QUARTER* | | | |
|---|---|---|---|
| BUS | 0204 | Dictation and Transcription III | 4 |
| BUS | 0205 | Advanced Typewriting | 4 |
| BUS | 0253 | Court Reporting | 5 |
| PSY | 0112 | Personality Development | 3 |
| | | | 16 |

# *TEACHER ASSISTANT*

This program is designed to prepare para-professionals to work as instructional assistants in the field of education. The curriculum has two exit points. Students desiring the basic skills necessary to work as a teacher aide may complete the first four quarters of the program and receive a diploma. While those interested in entering more advanced para-professional positions may complete six quarters and receive the Associate in Applied Science Degree.

The courses in the Tyacher Assistant Curriculum are designed to give students depth and breadth in elementary and secondary education processes and to equip them with a psychology of learning. Graduates who have chosen their electives carefully should find little difficulty in applying their credits toward a bachelor degree in teaching.

The teacher assistant may expect to find employment in the following capacities: Instructional Assistant, Technical Assistant, Playground Supervisor, General Assistant, and Monitor.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| PSY | 0103 | Human Growth and Development | 3 |
| PHS | 0111 | Physical Science I | 4 |
| PED | | | 1 |
| EDU | 0201 | Seminar — Practicum | 3 |
| EDU | 0101 | Role of the Teacher Aide | 3 |
| | | | 17 |

*WINTER QUARTER*

| | | | |
|---|---|---|---|
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| PSY | 0104 | Human Growth and Development | 3 |
| PHS | 0112 | Physical Science II | 4 |
| PED | | | 1 |
| EDU | 0202 | Seminar — Practicum | 3 |
| EDU | 0111 | Instructional Materials | 3 |
| | | | 17 |

*SPRING QUATER*

| | | | |
|---|---|---|---|
| ENG | 0113 | Composition: Writing Through Research | 3 |
| PSY | 015 | Human Growth and Development | 3 |
| PHS | 0113 | Physical Science III | 4 |
| PED | | | 1 |
| EDU | 0203 | Seminar — Practicum | 3 |
| EDU | 0114 | Audiovisual Instruction | 3 |
| | | | 17 |

NOTE: REA 100 must be taken during first year unless proficient.

*FALL QUARTER*

| | | | |
|---|---|---|---|
| ENG | 0200 | Oral Communications | 3 |
| EDU | 0209 | Nutrition and Health | 3 |
| EDU | 0204 | Seminar — Practicum | 3 |
| EDU | 0131 | School Records and Reports | 3 |
| EDU | 0207 | Exceptional Child | 3 |
| | | | 15 |

*WINTER QUARTER*

| | | | |
|---|---|---|---|
| ENG | 0217 | Children's Literature | 3 |
| EDU | 0208 | Physical Activities for Children | 3 |
| EDU | 0205 | Seminar — Practicum | 3 |
| EDU | 0121 | Library Materials & Resources | 3 |
| | | Elective | 6 |
| | | | 18 |

*SPRING QUARTER*

| | | | |
|---|---|---|---|
| EDU | 0210 | Parent Education | 3 |
| SOC | 0213 | Marriage and Family Relations | 3 |
| EDU | 0206 | Seminar — Practicum | 3 |
| SOC | 0212 | Social Problems | 3 |
| | | Elective | 3 |
| | | | 15 |

# *WOOD UTILIZATION TECHNOLOGY*

The Wood Utilization Technology Curriculum is designed to prepare students for entry into the extremely important industry of lumber production and wood processing. The manufacture and distribution of lumber involves the consideration of such items as building materials, veneer, ties, posts, poles, chips, and other products of a wood conversion nature. This field has many aspects including such activities as tree marking and harvesting; log transporting to a collection point for grading, sorting, and description for the production of lumber; transporting to the sawmill for the steps of log breakdown, resawing, edging, trimming, rough grading, and stacking; air seasoning and kiln drying; and merchandising at the wholesale and retail levels.

Graduates of this curriculum should find numerous job opportunities with sawmill industries at the technical or mid-management levels from supervising the tree harvesting process to the various sawmill operations on to the merchandising of wood products.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| MAT | 0101 | Technical Mathematics | 5 |
| CHM | 0110 | Technical Chemistry | 4 |
| ECO | 0102 | Macroeconomics | 5 |
| | | | 17 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0112 | Composition: Writing through Rhetoric | 3 |
| BUS | 0115 | Business Law | 5 |
| AGR | 0185 | Soil Science | 6 |
| WUT | 0131 | Wood Anatomy and Identification | 6 |
| | | | 20 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| ENG | 0103 | Report Writing | 3 |
| BIO | 0170 | Plant Science | 6 |
| WUT | 0135 | Lumber Manufacturing and Properties | 6 |
| | | Elective | 3 |
| | | | 18 |

NOTE: REA 100 must be taken during first year unless proficient.

| *SUMMER QUARTER* | | | |
|---|---|---|---|
| WUT | 0200 | Internship | 3 |

| *FALL QUARTER* | | | |
|---|---|---|---|
| ENG | 0200 | Oral Communications | 3 |
| PHY | 0101 | Physics | 4 |
| EDP | 0104 | Introduction to Date Processing Systems | 4 |
| WUT | 0231 | Forest Products Other Than Lumber | 6 |
| | | | 17 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| WUT | 0233 | Structures and Utilities | 4 |
| WUT | 0239 | Wood Seasoning and Preservation | 6 |
| SOC | 0211 | Introductory Sociology | 3 |
| | | Elective | 3 |
| | | | 16 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| MEC | 0118 | Small Engines | 3 |
| BIO | 0290 | Conservation of Natural Resources | 5 |
| WUT | 0240 | Secondary Wood Processing | 6 |
| PSY | 0206 | Applied Psychology | 3 |
| | | | 17 |

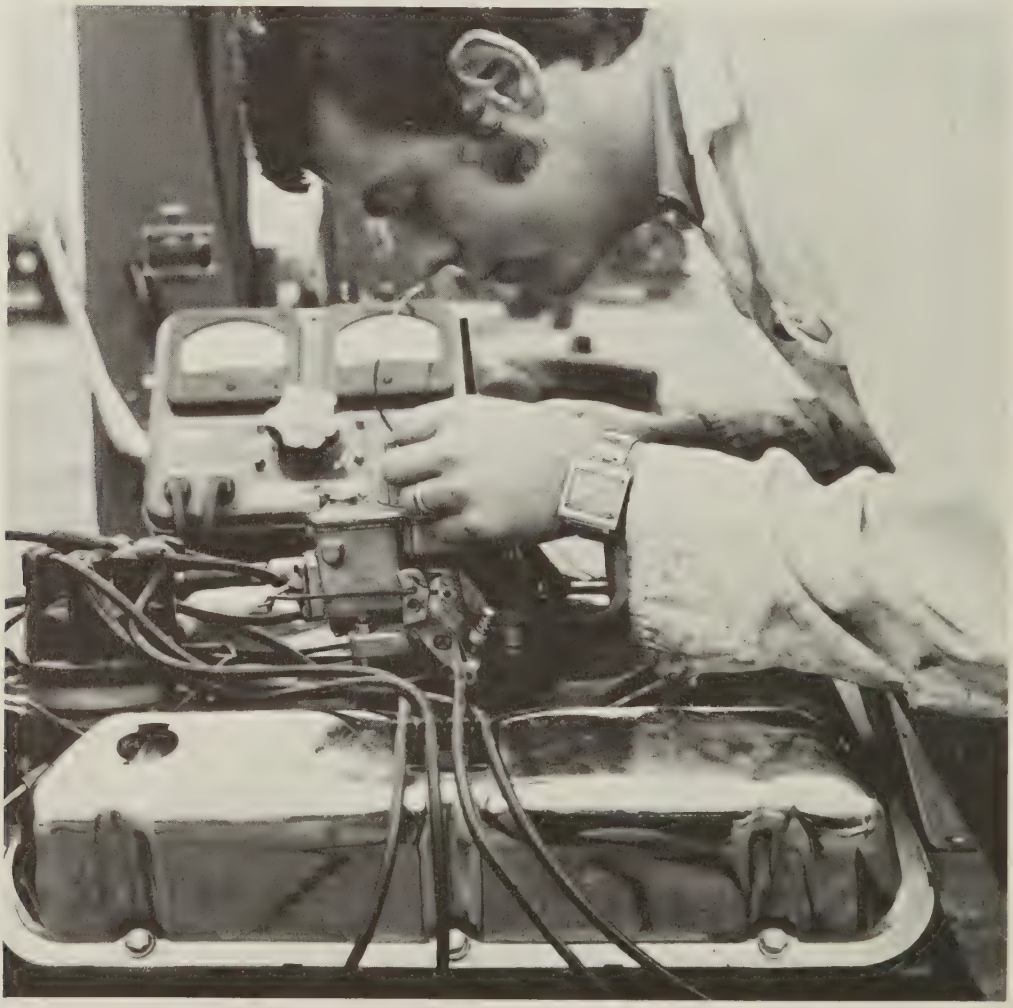
## *VOCATIONAL EDUCATION PROGRAMS*

Vocational, or trade, courses of study are designed in the same manner as technical programs — to prepare students for immediate employment upon graduation. Vocational programs lead to a diploma, and are one full year in length.

All programs at the College are in critical skill ares.

### ONE YEAR DIPLOMA PROGRAMS OF STUDY

AUTOMOTIVE MECHANICS (POWER MECHANICS)
CARPENTRY
CHILD CARE WORKER
DRAFTING-BUILDING TRADES
MASONRY
PRACTICAL NURSE EDUCATION
ELECTRONIC SERVICING



## *AUTOMOTIVE MECHANICS (POWER MECHANICS)*

Automobile mechanics maintain, inspect, replace and/or repair mechanical, electrical, and air-conditioning systems of gasoline-powered passenger cars, trucks, and buses in addition to other gasoline-powered stationary equipment. Automobile mechanics are also required to be able to use shop manuals and other technical publications as references for technical data.

The Automotive Mechanics Curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair, and adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussions, and shop practice.

The program is enriched by the addition of general education courses to include communication skills, basic mathematics, and human relations. Upon successful completion, the graduate will be awarded a diploma.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| PME | 1101 | Internal Combustion Engines | 7 |
| MAT | 1101 | Fundamentals of Mathematics | 5 |
| ENG | 1101 | Reading Skills | 2 |
| PHY | 1101 | Applied Physics I | 4 |
| | | | 18 |
| *WINTER QUARTER* | | | |
| PME | 1102 | Engine Electrical and Fuel Systems | 9 |
| ENG | 1102 | Communication Skills | 3 |
| DFT | 0110 | Schematics and Diagrams | 1 |
| PHY | 1102 | Applied Physics II | 4 |
| | | | 17 |
| *SPRING QUARTER* | | | |
| PME | 1126 | Automotive Chassis and Supervision Systems | 6 |
| PME | 1122 | Braking Systems | 4 |
| | | Elective | 3 |
| AHR | 1101 | Automotive Air Conditioning | 3 |
| WLD | 1101 | Basic Gas Weling | 1 |
| | | | 17 |
| *SUMMER QUARTER* | | | |
| PME | 1124 | Automotive Power Train Systems | 6 |
| PME | 1125 | Automotive Servicing | 6 |
| BUS | 0113 | Small Business Operations | 3 |
| | | | 15 |

## *CARPENTRY*

The work performed by carpenters covers many fields of industry. Carpenters perform the two principal jobs of construction and repair; to do so they may employ the techniques of rough or finish carpentry. To prepare the student for immediate employment, this program includes class presentation and laboratory experience which includes foundations, floor systems, wall, roof and ceiling construction with heavy emphasis being placed on skills development. The Occupational Safety and Health Act as it applies to the carpentry career is studied. The program is enriched by the addition of general education courses to include communication skills, basic mathematics, and human relations. Upon successful completion, the graduate will be awarded a diploma.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| MAT | 0119 | Construction Mathematics I | 3 |
| CON | 0101 | Construction I | 5 |
| PHY | 0101 | Physics: Properties of Matter | 4 |
| DFT | 0118 | Blueprint Reading | 3 |
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| | | | 18 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| CON | 0102 | Construction II | 5 |
| PHY | 0102 | Physics: Work, Energy, Power | 4 |
| DFT | 0120 | Construction Drafting I | 4 |
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| | | | 16 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| CON | 1040 | Carpentry | 8 |
| CON | 1105 | Construction Estimating | 4 |
| | | Elective | 3 |
| | | | 15 |

| *SUMMER QUARTER* | | | |
|---|---|---|---|
| CON | 1050 | Finishing and General Carpentry | 11 |
| CON | 1106 | Building Codes | 2 |
| BUS | 0113 | Small Business Operation | 3 |
| | | | 16 |

## *CHILD CARE WORKER*

The Child Care Worker Program is a four-quarter program that prepares assistants to work in a variety of settings in the care and guidance of young children. This includes concern for the mental, social, physical, and emotional growth and development of the child.

The curriculum is designed with the career ladder concept in mind. Students have the following choices after completing the program. (1) Seek employment in the field of Early Childhood Education, (2) Enrollment in the Early Childhood Specialist Program and continue their education for two additional quarters and be eligible for the Associate in Applied Science Degree.

Employment opportunities should be available to graduates from the one year Child Care Worker program in the following areas:

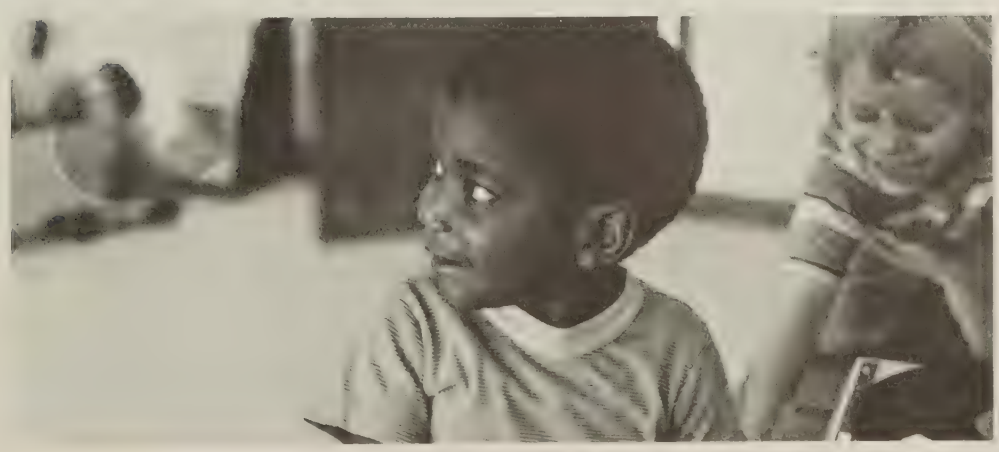
1. Private and Cooperative Nurseries and Pre-Kindergarten Programs
2. Day Care Centers
3. Headstart Programs
4. Institutions for Exceptional Children
5. Hospitals and other agencies

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| PSY | 0103 | Human Growth and Development | 3 |
| EDU | 0103 | Pre-School Education | 4 |
| PHS | 0111 | Physical Science I | 4 |
| PED | | | 1 |
| EDU | 0201 | Seminar — Practicum or Elective | 3 |
| | | | 18 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| PSY | 0104 | Human Growth and Development | 3 |
| HUM | 0123 | Humanities for Children | 3 |
| PHS | 0112 | Physical Science II | 4 |
| PED | | | 1 |
| EDU | 0202 | Seminar — Practicum | 3 |
| | | | 17 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| ENG | 0113 | Composition: Writing Through Research | 3 |
| PSY | 0105 | Human Growth and Development | 3 |
| EDU | 0151 | Creative Activities | 3 |
| PHS | 0113 | Physical Science III | 4 |
| PED | | | 1 |
| EDU | 0203 | Seminar — Practicum | 3 |
| | | | 17 |

| *SUMMER QUARTER* | | | |
|---|---|---|---|
| ENG | 0200 | Oral Communications | 3 |
| EDU | 0209 | Nutrition and Health | 3 |
| EDU | 0204 | Seminar — Practicum | 3 |
| EDU | 0207 | Exceptional Child | 3 |
| | | Elective | 3 |
| | | | 15 |



## *DRAFTING-BUILDING TRADES*

This curriculum is designed to teach individuals to prepare drawings for the building industry. Courses are arranged in sequence to develop drafting skills and a proficiency in the planning of light commercial and residential structures. The program is enriched by the addition of general education courses to include communication skills, basic mathematics, and human relations. The draftsman associates with many levels of personnel — administrators, architects, engineers, skilled workmen — and must be able to communicate effectively with them.

The building trades draftsman performs the general duties of a draftsman and also specializes in organizing and making detail and working drawings of structures and mechanical equipment from preliminary sketches of the designer. He utilizes knowledge of various machines, engineering practices, mathematics, building materials, and physical sciences to complete the drawings.

Upon successful completion, the graduate will be awarded a diploma.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| ENG | 0111 | Composition: Writing Through Perception | 3 |
| PHY | 0101 | Physics: Properties of Matter | 4 |
| MAT | 0119 | Construction Mathematics | 3 |
| CON | 0101 | Construction I | 5 |
| DFT | 0118 | Blueprint Reading | 3 |
| | | | 18 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| PHY | 0102 | Physics: Work, Energy, and Power | 4 |
| CON | 0102 | Construction II | 5 |
| DFT | 0120 | Construction Drafting I | 4 |
| | | | 16 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| DFT | 0121 | Construction Drafting II | 4 |
| CON | 1105 | Construction Estimating | 4 |
| DFT | 0122 | Light Commercian Drafting | 5 |
| | | Elective | 3 |
| | | | 16 |

| *SUMMER QUARTER* | | | |
|---|---|---|---|
| DFT | 0123 | Specifications and Contracts | 3 |
| DFT | 0124 | Mechanical Equipment Drafting | 4 |
| DFT | 0125 | Construction Drafting III | 6 |
| | | Elective | 3 |
| | | | 16 |

# *MASONRY*

The principal work of a mason is to erect brick or block walls, chimneys, foundations, and pour footings. Basic to the quality of mason's work is the knowledge of his tools and materials. This program includes class and laboratory experiences that will prepare the graduate for immediate employment on residential or light commercial projects. Heavy emphasis is placed on the development of skills and speed. Study of the Occupational Safety and Health Act as it applies to the masonry profession is included. The program is enriched by the addition of general education courses which include communication skills, basic mathematics, and human relations. Upon successful completion, the graduate will be awarded a diploma.

| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| MAT | 0119 | Construction Mathematics I | 3 |
| CON | 0101 | Construction I | 5 |
| PHY | 0101 | Physics: Properties of Matter | 4 |
| DFT | 0118 | Blueprint Reading | 3 |
| ENG | 0111 | Composition: Writing through Perception | 3 |
| | | | 18 |
| *WINTER QUARTER* | | | |
| CON | 0102 | Construction II | 5 |
| PHY | 0102 | Physics: Work, Energy, Power | 4 |
| DFT | 0120 | Construction Drafting I | 4 |
| ENG | 0112 | Composition: Writing Through Rhetoric | 3 |
| | | | 16 |
| *SPRING QUARTER* | | | |
| CON | 1103 | Masonry | 8 |
| CON | 1105 | Construction Estimating | 4 |
| | | Elective | 3 |
| | | | 15 |
| *SUMMER QUARTER* | | | |
| CON | 1104 | Finishing And General Masonry | 11 |
| CON | 1106 | Building Codes | 2 |
| BUS | 0113 | Small Business Operation | 3 |
| | | | 16 |

## *PRACTICAL NURSE EDUCATION*

The Practical Nursing Curriculum is designed to make available to qualified persons the opportunity to prepare for participation in care of patients of all ages, in various states of dependence, and with a variety of illness conditions. Throughout the program the student is expected to grow continuously in acquisition of knowledge and understanding related to nursing, the biological sciences, the social sciences, and in skills related to nursing practice, communications, interpersonal relations, and use of good judgment.

The licensed practical nurse is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctor's and dentists' offices, and in some public health facilities. In all situations the LPN functions under supervision of the registered nurse and/or licensed physician. The supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the program can prepare the individual.

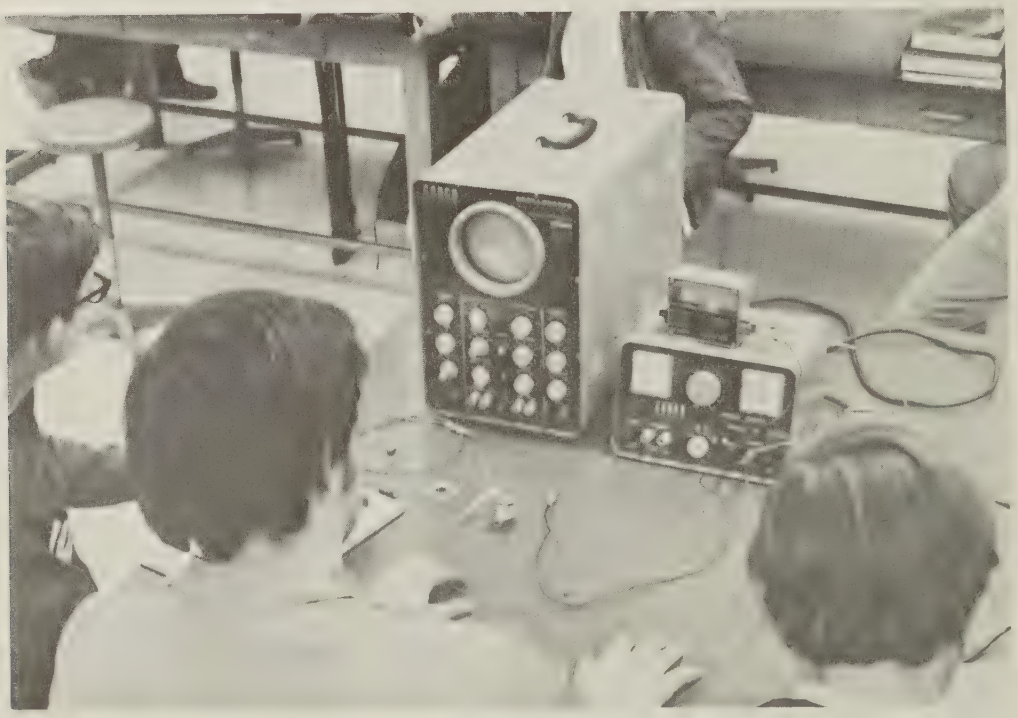
| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| PNE | 1101 | Fundamentals of Practical Nursing | 8 |
| PNE | 1102 | Anatomy and Physiology | 5 |
| PNE | 1103 | Nutrition | 3 |
| PNE | 1104 | Growth and Development | 3 |
| PNE | 1105 | Vocational Adjustment I | 2 |
| MAT | 1119 | Math for Practical Nursing | 2 |
| ENG | 1143 | Effective Communications | 2 |
| | | | 25 |
| *WINTER QUARTER* | | | |
| PNE | 1106 | Medical-Surgical I | 5 |
| PNE | 1107 | Maternity Nursing I | 2 |
| PNE | 1108 | Pediatric Nursing I | 3 |
| PNE | 1109 | Clinical Experience I (Medical-Surgical, Obstetrical, or Pedicatic) | 7 |
| PNE | 1113 | Pharmacology | 1 |
| | | | 18 |
| *SPRING QUARTER* | | | |
| PNE | 1110 | Medical-Surgical II | 5 |
| PNE | 1111 | Maternity Nursing II | 3 |
| PNE | 1112 | pediatrics II | 2 |
| PNE | 1114 | Clinical Experience II (Medical, Surgical, Obstetrical or Pediatric) | 7 |
| | | | 17 |
| *SUMMER QUARTER* | | | |
| pne | 1115 | Medical-Surgical Nursing III | 11 |
| PNE | 1116 | Vocational Adjustments II | 2 |
| PNE | 1117 | Clinical Experience III (Medical, Surgical, Pediatric or Obstetrical) | 7 |
| | | | 20 |

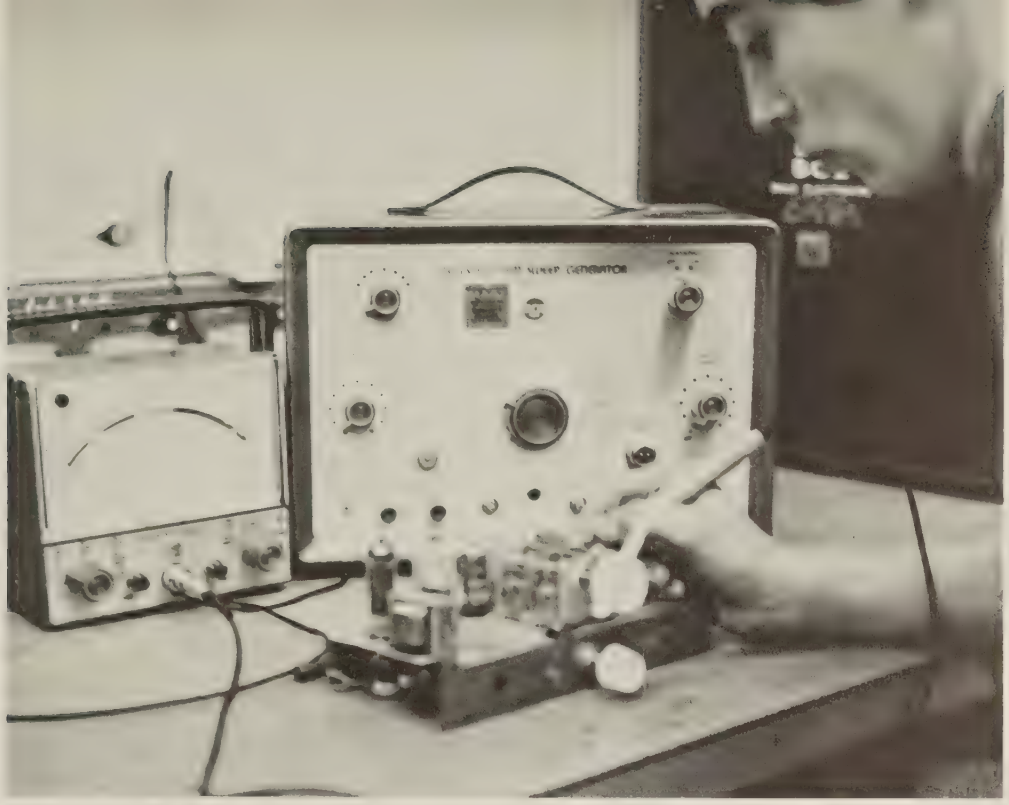
# *ELECTRONIC SERVICING*

This curriculum is designed to provide the basic knowledge and skills involved in the installation and maintenance of radios, televisions, and sound amplifier systems. It also enables the student to qualify for a Federal Communications radio license that permits him to be a disc jockey as well as to do maintenance work on radio broadcasting equipment under the supervision of the chief engineer. A large portion of time is spent in the laboratory verifying electronic principles and developing service techniques.

A radio and television serviceman may be required to install, maintain, and service amplitude modulated and frequency modulated home and automobile radios; transistor and tube monochrome and color television sets; intercommunication, public address and paging systems; high fidelity and stereophonic amplifiers; record players, and tape players. This work includes all the complex radio broadcast equipment used for amplitude and frequency modulation stations, as well as playing records and making commercials. His work will require meeting the public, both in the radio-television shop and on service calls. A serviceman who establishes his own business will also need to know how to maintain business and inventory records.

Upon successful completion of the program, the graduate will be awarded a diploma.





| *FALL QUARTER* | | | *CREDIT HOURS* |
|---|---|---|---|
| MAT | 1115 | Electrical Mathematics | 5 |
| ENG | 1101 | Reading Skills | 2 |
| ELN | 1112 | A.C. AND D.C. Fundamentals | 11 |
| | | | 18 |

| *WINTER QUARTER* | | | |
|---|---|---|---|
| MAT | 1116 | Electrical Mathematics | 5 |
| ENG | 1102 | Communication Skills | 3 |
| ELN | 1123 | Amplifier Systems | 4 |
| ELN | 1131 | Vacuum Tube and Semi-Conductor Fundamentals | 6 |
| | | | 18 |

| *SPRING QUARTER* | | | |
|---|---|---|---|
| ELN | 1127 | Radio and Television Circuits | 14 |
| | | Elective | 3 |
| | | | 17 |

| *SUMMER QUARTER* | | | |
|---|---|---|---|
| ELN | 1128 | Color Television | 9 |
| ELN | 1129 | Repair and Servicing Techniques | 5 |
| BUS | 0113 | Small Business Operations | 3 |
| | | | 17 |

## CONTINUING EDUCATION AND COMMUNITY SERVICES

Wilkes Community College is committed to the continuing education of all its citizens. To fulfill a large measure of its commitment, the college offers a variety of courses, institutes, conferences, clinics, demonstrations, forums, workshops, concerts, exhibits, and other community educational services — all relating to and designed specifically to meet adult education needs and interests.

Through the Continuing Education and Community Service Programs students find opportunities to retain position or up-grade their employment status, develop leadership and civic responsibility, grow in basic knowledge and understanding of their society, improve home and community life, expand knowledge in general education, and develop creativity in art and science.

## GENERAL INFORMATION

Continuing Education and Community Service Programs are offered where there is community need and interest. Some courses and services, because of great demand, are offered on a regular, continuing basis. Other courses and services may be initiated by requests from individuals and groups. Wilkes Community College cooperates with public and private groups and agencies including public schools, governmental agencies, civic clubs, public libraries, senior colleges, and industries in providing educational services for greater numbers of people.

### CLASS LOCATIONS

Many adult education courses and services are provided on the college campus. Other courses and services are provided in extension centers in the various communities of Wilkes, Ahse, and Alleghany Counties. Extension centers include school buildings, community buildings, churches, industrial buildings, and other approved facilities. New extension courses may be established whenever fifteen or more adults request a given course.

ADMISSION AND REGISTRATION

Any person eighteen years of age, or anyone not yet eighteen who has completed high school may be admitted to a continuing education class. In extenuating circumstances and upon the approval of the appropriate public school superintendent, a person under eighteen years of age may be admitted to a continuing education class. Prior to the beginning of each quarter a course schedule is published and made available to potential students upon request. Courses which begin between quarters are announced through local news media. Adults are encouraged to register on the day designated on the college calendar, but additional students may register during the first class meeting.

FEES

Fees vary with the type of adult education program provided. Some programs such as Adult Basic Education are supported primarily from federal funds and are free of student fees. Other programs, such as Business Education, are partially self-supporting and are paid for through student fees. When such fees are necessary, they are announced in the course schedule and are payable to the college business office before the first class session. Books and supplies are the responsibility of the student and may be purchased from the college bookstore.

ATTENDANCE

Regular attendance and participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance. A minimum attendance of 80 per cent is required to receive the adult diploma and/or certificate.

## PROGRAMS

Continuing Education Programs are offered in five major areas: Developmental Studies, Extension, General Adult Program, Senior Citizens' Program, and Community Services. The Instructional Media Center or Learning Laboratory makes an important contribution to each adult education program area and to many other programs offered by Wilkes Community College.

## DEVELOPMENTAL STUDIES PROGRAM

The Developmental Studies Program includes courses in Adult Basic Education and Adult High School Education.

### ADULT BASIC EDUCATION

Adult Basic Education is especially designed to help adults improve their basic skills in reading, writing, speaking, arithmetic, science, and social studies. Courses are offered at two levels.

LEVEL ONE: Non-readers through grade four; basic reading writing, and arithmetic.

LEVEL TWO: Grade five through grade eight; reading improvement, English Expression, arithmetic, geography, and social studies.

### ADULT HIGH SCHOOL EDUCATION

The Instructional Media Center or Learning Laboratory is an important adjunct to the total college instructional program. In the center are numerous programs in English and reading, mathematics, science, business, social studies, and foreign language. Programs begin at the adult basic level and extend through the college level. Students may study for the adult high school certificate, G.E.D., remedy an academic weakness before entering college, supplement a course presently being completed, or study a particular course of personal interest. Since the center is open day and evening for student use, a person may plan to study several hours each week at times most convenient to him.

EXTENSION

BUILDING TRADES

Basic Blueprint Reading 33 hours

Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches.

Advanced Blueprint Reading 33 hours

Designed to develop abilities in reading complex drawings in the masonry field. Blueprints of residential and commercial buildings will be studied with emphasis on the plot plan, floor plan, basement and/or foundation plan, walls and various detailed drawings of masonry work.

Small Appliance Servicing and Repair 66 hours

A study of small appliance service and repair, including basic electricity as it applied to small appliance controls and operation. Toasters, fans, vacuum cleaners, electric irons, mixers, and blenders.

Small Engine Repair 33 Hours

This course includes the theory and fundamentals of gasoline engine operation. Actual practice in servicing and repairing engines will enable the student to minimize engine problems and correct existing ones. Two-stroke-cycle and four-stroke-cycle principles are studied.

Woodworking 30 hours

This course is intended for the student wishing to extend his knowledge of woodworking by studying the use of hand tools and wood-working machines. Fundamental operations and procedures for making joints, types and methods of construction, how to adjust, sharpen, and maintain wood-working tools and machines used on the job are studied.

HOSPITALITY TRAINING
(School Food Service)

Nutrition and Menu Planning 60 hours

On in-depth study of the role in nutrition of proteins, fats, carbohydrates, vitamins and minerals; factors in developing good food habits; dietary needs of youths, and advanced work in planning and evaluating menues. The course is open to anyone although it is primarily for school lunchroom personnel.

Overview of School Food Service 60 hours

For public school lunchroom personnel. This basic orientation course presents the history of school feeding, characteristics of a good program, personnel and human relations, nutrition and menu planning, organization and management, pruchasing, storing, preparation and serving of food, sanitation and safety.

Quantity Food Production Managment 30 hours

A course for school food-service personnel with experience in methods of quantity food preparation which retain nutritive values; use of standard recipes; use of weights and measures; use and care of equipment; timing, selection, preparation and service of foods for the school lunch.

Use and Care of Equipment 60 Hours

A course for school food-service personnel on general care, safety, and use of equipment; specific use and care of large and small pieces of food service equipment; inventory and maintenance records. It is one of the courses required for certification of lunchroom employees.

Other hospitality courses which may be offered if there is demand are:

- Food Service Selling
- Food and Beverage Purchasing
- Introduction to Hotel-Motel Management
- Hotel-Motel Accounting
- Communications
- Human Relations
- Maid Training
- Travel Information

OFFICE OCCUPATIONS

Shorthand I 55 Hours

An introductory course in the principles of Gregg Shorthand. Includes a mastery of brief forms and phrases, development of reading and writing shorthand, and simple new matter dictation.

Shorthand II 55 Hours

Continued vocabulary and speed development in Gregg Shorthand. Concentration on reading and writing practice while reviewing Gregg Shorthand Theory.

Small Business Management 30 Hours

Provides a starting point for the small businessman who wants to improve his financial-management skills. Treats in a down-to-earth fashion, production and marketing, purchasing and collections, financial management and management systems, accounting and taxation, and insurance and legal problems. Designed to assist the chief executive of the small firm to translate the ideas presented into decisions and actions.

Typewriting I 55 Hours

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the key board, simple business correspondence, tabulation and manuscripts. The average student should attain a speed of approximately 30 words per minute.

Typewriting II 55 Hours

Development of speed and accuracy in typewriting with further mastery on the correct typewriting techniques. Special areas of emphasis include the typing of business letters, special communication forms, technical papers and business reports, tabulated reports, job applications and employment tests. Students should attain a speed of 40 words per minute.

## PUBLIC SERVICE TRAINING

### Firefighting

An introduction to fire fighting for professional and volunteer firefighting personnel. It include introduction to fire service, forcible entry, portable fire extinguishers, rope practices, fire appratus practices, fire stream and hose practices, ventilation, ladder, salvage and overhaul practices, rescue, protective breathing, and firefighting procedures. A special course consisting of 6 to 15 hours on each of these topics is available for fire departments desiring it.

## LAW ENFORCEMENT

Accident Investigation 39 Hours

The course covers the various laws of physics as they apply to traffic accidents, determining speed from skid marks, making measurements and collision diagrams, preparing accident reports, identifying and interviewing witnesses, making charges, and preparing cases for court.

Criminal Investigation 36 Hours

This course introduces the student to fundamentals of investigation; crime scene search; recording, collection and preservation of evidence; sources of information; interview and interrogation; case preparation and court presentation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery and homocide.

Elements of Criminal Offense 24 Hours

The course covers use of legal and research materials, general principles of criminal law, crimes against the person, crimes against property, crimes against public morality and decency; crimes against the state and public justice; crimes against the public peace and safety; and general police regulations.

Firearms Training 8 Hours

Detailed instruction in the use of firearms. Various aspects of ballistics. Each student is required to successfully complete the F.B.I. pistol course.

Laws of Arrest, Search, and Seizure 24 Hours

Course covers arrest with or without a warrant, use of force, escape and rearrest, rights and duties after arrest, jurisdiction of officers, search with and without a search warrant, and illegally obtained evidence.

Other Law Enforcement courses which may be offered include:

Courts and Law
Narcotics Investigation
Motor Vehicle Laws
Court Structure and Procedures
Juveniles and Law
Police Administration
Human and Public Relations

## RELATED APPRENTICE PROGRAMS

Electrical Trades 33 Hours

A study of the electrical structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. An analysis of simple current circuits by Ohm's Law and a study of the terms of electrical energy that apply to work and power. To acquaint the student with conductors and insulators, wire sizes, voltage drop, types of conduit, fuse rating and current protection, safety and first aid. The apprentice is introduced to the definitions and fundamental rules covered by the National Electric Code.

## MANAGEMENT DEVELOPMENT PROGRAM

Art of Motivating People 22 Hours

A course designed to show the importance of motivation of people in achieving more effective production. A further value derived from this course is to provide self-evaluation for those attempting to stimulate others.

Economics in Business and Industry 22 Hours

Topics covered in this course include discussions of the following: Explanation of management philosophy, such as profit motive, the free enterprise system, law of supply and demand and of wages and productivity.

Effective Communications 22 Hours

This course will emphasize clear and forceful oral and written communications, barriers that empede flow of smooth communications, and development of an effective communication system within an organization.

Basic Human Relations 33 Hours

This course provides an opportunity, through group process, lecture, and visiting speakers, for the student to experience personal growth and development so that he will feel more competent as a person and thereby do a better job. Students must be willing to explore feelings and ideas and try out new behavior in the controlled environment of the classroom.

Instructor Training 18 Hours

To provide the future tradesman-instructor with an approved method of instruction which will enable him to teach others and thus build a corps of qualified, trained instructors for occupations in the adult training field

Principles of Supervision 44 Hours

The principles of organization and management are discussed in depth in this course. Practical approaches to business needs of planning, directing, organizing, coordinating and controlling are stressed. Students explore in detail the supervisor's responsibility for differentiating jobs, delegating authority, planning, decision-making, and improving his personal efficiency.

Other supervisory courses which may be offered if there is demand:

Conference Leadership
Cost Accounting for the Supervisor
Creative Thinking
Effective Speaking
Effective Writing
Industrial First Aid
Industrial Safety and Accident Prevention
Job Analysis Training
Job Methods
Pre-Supervisory Development Training
Reading Inprovement
Work Measurement

## OTHER OCCUPATIONAL EXTENSION

Air Conditioning and Refrigeration 84 Hours

This course deals with essential terminology, laws of refrigeration, physical and chemical effects, materials and tools. The compression system, compressor construction, refrigerants, controls, and uses are major topics. Required city codes will be explained. Considerable time will be spent in practice.

Automotive Body Repair 30 Hours

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown and forming of steel into the complex contour of present-day vehicles. The student applies the basic principles of straightening, aligning, and painting the damaged areas.

Automotive Mechanics 33 Hours

This course is designed primarily for inmates from the local Department of Correction. It deals with many facets of automotive servicing including construction and operation of internal combustion engine, electrical and fuel systems, braking systems, power trains and chassis and suspension systems. Being a practical course, most of the time is spent in the shop.

Automotive Testing Equipment 32 Hours

For those desiring to develop an understanding of the fundamentals of electricity and its application to the automotive engine. The course includes the study of batteries, ignition circuits, cranking motor service, and generator and/or alternator service. Testing includes the use of simple test devices as well as the latest in electrical test equipment. Emphasis is placed on logical sequence of steps in testing and diagnosing malfunctions.

Cake Decorating 33 Hours

Decorate birthday, wedding, and special occasion cakes with flowers, borders, lattics work, etc. that reflect the use of professional techniques.

Conservation of Natural Resources 48 Hours

A course designed for elementary and high school teachers desirous of knowing more about conservation, and, at the same time, earning recertification credit. Emphasis is placed on terminology, agencies, and effective teaching methods. Each unit is taught by a specialist in a particular field and field trips and individual projects complement the classroom work.

First Aid 30 Hours

The purpose of first aid training is to acquire knowledge and skill for the emergency care of the sick and injured until a physician arrives, and to create an active interest in the prevention of accidents through the elimination of causes.

Interior Decorating 33 Hours

This course is designed to give the student greater understanding and appreciation of furniture styles, use of color and design in fabrics, floor coverings, and accessories. It includes a complete study of room arrangement, color, backgrounds, period style in furniture, and current trends.

Knitting 33 Hours

This course teaches primary skills of cast on, knit, purl, bind off, increase, decrease, tension control. Secondary skills of using markers, counters, and stich holders are also taught for beginners with emphasis on interpreting written instructions.

Lettering and Sign Painting 45 Hours

This course will help the student develop the skill for sign lettering. Selection and care of brushes is stressed. Basic lettering, spacing of letters, letter strokes, types and styles of letters, brush control, designing sign layouts, and mixing of colors are basic parts of the course.

Machine Shorthand 42 Hours

This course provides basic training in the accpeted procedures of court reporter and/or conference reporter. Proficiency in, and an understanding of, the necessary skills of typing, stenograph machine shorthand, dictation, transcription, and terminology are stressed.

Needlecraft 33 hours

The various stitches used to complete a beautiful and valuable piece of needlepoint are taught in this class, along with shading and design.

Photography I 33 Hours

For beginners who are interested in the fundamentals of photography. Students will be able to improve their picture taking. This course includes the study of camera principles, light and exposure, films, filters, and flash bulbs as they are applied to the practice of solving everyday picture-taking problems.

Photography II 33 Hours

For the advanced student. Composition, time exposure methods, correction, developing, etc. are discussed in detail. Photography is considered as an art form.

Beginning Sewing 33 Hours

A course for beginning sewing students, including the basic information necessary for construction of simple garments from patterns. Areas covered are use of the machine, pattern selection and alteration, fabric selection and preparation, linings and interfacings, construction techniques, fitting, and pressing.

Intermediate Sewing 33 Hours

A continuation of Beginning Sewing for students with some knowledge of sewing. New areas covered are analysis of self as related to pattern and clothing selection, principles of design, zipper insertion, and advanced construction.

Advanced Sewing 33 Hours

A more advanced course having beginning and intermediate sewing as prerequisites. A garment is completed which entails all areas that have been covered in the three courses.

Tailoring 33 Hours

For the advanced student of sewing who wishes to learn basic tailoring techniques. It includes the application of sewing techniques in working with heavy fabrics, bound buttonholes, use of interfacing and lining in order to custom-make your own suits.

Basic Arc Welding 20 Hours

A study of the operation of AC transformer and DC motor generator arc welding sets. Studies are made of welding heats, polarites and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested so that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course.

Advanced Welding 30 Hours

A continuation of basic welding with more time spent in practice and more difficult practices introduced. Hard-facing, welding unlike metals, methods of metal identification and use of the carbon arc torch are some of the areas covered in this course. Usually each student completes an individual project during the course.

Oxyacetylene Welding 30 Hours

An introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment and assembly of units are the major topics of this course. Weld procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical, and overhead positions, brazing and hard and soft soldering are studied. Safety procedures in the use of tools and equipment are stressed.

## GENERAL ADULT EDUCATION

Bridge
Ceramics
Copper Tooling
Decoupage
Lapidary and Jewelry Making
Sign Language
Radiological Monitor Training
Beaded Flowers

There are certain continuing education courses that may be taken through the credit program.

## SENIOR CITIZENS PROGRAM

American citizens are living longer and are more active in their senior years. Time is available to participate in a variety of learning experiences which earlier years may not have permitted. Among the learning experiences provided especially for senior citizens are the following:

Arts and Crafts
Beginning Sewing
Needlecrafts
Advanced Sewing

Other Senior Citizens' courses which may be offered if there is demand include:

Health for Senior Citizens
Home Gardening
Retirement Planning
Travel Tour Lecture

Senior Citizens may want to enroll in courses listed in other areas of adult education.

## COMMUNITY SERVICES

Wilkes Community College sponsors and promotes a number of Community Services which contributes to the cultural, economics, and civic improvement of the community. Such services arise from almost every program area. Among the more frequently offered Community

Services are the following:

Seminars and Conferences
Speaker and Lecture Series
Speakers' Bureau
Radio Programs
Discussion Groups
Job Relations in Business
Customer Relations
Personality Development
Creative Salesmanship
Fine Arts Exhibits
Musical Programs
Community Studies
Drama Programs
Consultant Services
Advertising
Credit and Collections
Interior Display
Marketing Research

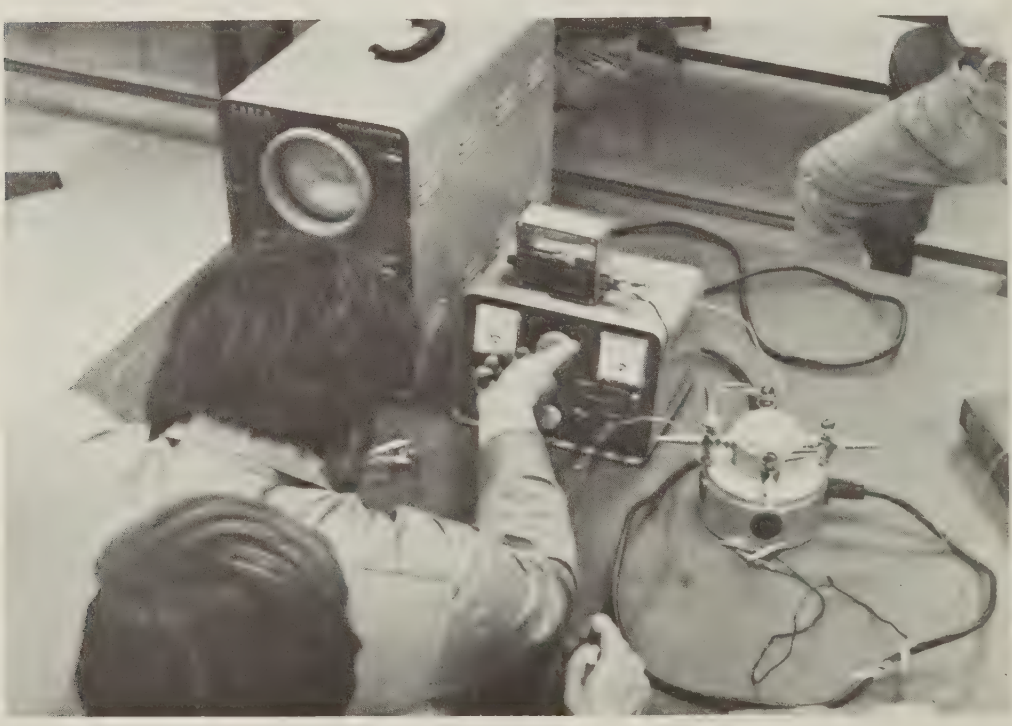
## TRAINING FOR NEW AND EXPANDING INDUSTRIES

One of the basic objectives of Wilkes Community College is to stimulate the creation of more challenging and rewarding jobs for the people of our area by providing a customized training service to new and expanding industries. Subject to only minimal limitations, this institution, in cooperation with the Industrial Services Division of the State Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina.

This program includes the following services:

1. Consultation in determining job descriptions; defining areas of training; and prescribing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors. These instructors may be recruited from the company and from outside sources.

The purpose of this service is to help a new or expanding industry meet its immediate manpower needs and to encourage each industry to develop a long-rang training program of its own to satisfy its continuing replacement and retraining needs.



# COURSE DESCRIPTION

The courses which follow are a complete alphabetical listing of courses offered by Wilkes Community College.

Two-year degree courses are numbered 100-299. Freshman level courses are numbered 100-199 and sophomore level courses are numbered 200-299. Students showing a high level of competence may select certain sophomore level courses during the freshman year; however, courses should be taken in numerical sequence with prerequisite courses taken as indicated.

Courses numbered in the 1,000 series are vocational courses. Those numbered 2,000-2,999 are extension courses.

In the course description, following the course number, appears a code (3-3-4) which should be interpreted as follows: first number equals number of lecture hours; second number equals number of laboratory or shop hours; third number equals number of credit hours except in the Practical Nursing Courses.

## AGRICULTURE

*AGR 0101 FARM MACHINERY OPERATION AND MAINTENANCE* 3 4 5
Care, repair, and selection of the large units of farm equipment operating principles of self-propelled and tractor-drawn equipment will be studied in the classroom and the field. Such equipment as balers, combines, corn pickers, cotton pickers and peanut harvesters will be included.

*AGR 0102 FARM RECORDS AND TAXES* 3 2 4
An introductory course to accounting methods related to the farm business which acquaints the student with terminology, basic principles and techniques used in recording transactions. Practical application of the principles learned are made by working with actual farm situations. A study of taxes as related to farm income, forms, deductions, depreciation, and tax schedules applicable to farmers.

*AGR 0103 FARM WELDING* 2 3 3
Principles of oxyacetylene and electrical welding, cutting and brazing. Principles, procedures, safety precautions and experience in using oxyacetylene and arc equipment. Projects are assigned to develop skill in the use of equipment. Includes the study of metals, rods, gases, and special electric welding machinery.

*AGR 0106 FARM AND HOME CONSTRUCTION* 0 5 3
This course deals with the fundamentals of farm carpentry, fences, concrete and masonry. Part of the course gives students an opportunity to learn and practice home construction projects such as kitchen cabinets. The study also includes the farm water needs and waste disposal. Attention is given to planning farm water and plumbing systems and their proper care and maintenance.

*AGR 0107 FARM ELECTRIFICATION* 5 0 5
A study of the basic principles and systems and their application to agricultural production with emphasis upon equipment for controlling the utilization of electricity.

*AGR 0108 FARM ELECTRIFICATION WORKSHOP* 0 7 4
Practical application of farm electrification techniques to accompany classroom instruction.

*AGR 0109 AGRICULTURAL MECHANICS* 3 3 5

The student receives the current trends in agricultural mechanization in addition to practical shop application. The principles and fundamentals of tractor operation, agricultural chemicals application equipment, and the repair, modification, and maintenance of these items is covered.

*AGR 0111, 0112, 0113, 0114, 0115, 0116, 0117, 0118, 0119, 0120, 0121, 0122 WORK EXPERIENCE* 0 10 1

Supervised farm work experience provides an opportunity for students to apply knowledge and skills under conditions similar to those to be experienced in a farming situation after graduation. During this period of study, scientific farming techniques are emphasized.

*AGR 0127 ANIMAL NUTRITION* 5 2 6

A course dealing with the principles of nutrition and their application to feeding practices of cattle, horse, sheep, and swine production in North Carolina.

*AGR 0180 GENERAL POULTRY SCIENCE I* 3 2 4

An introduction to the science of poultry production. The major phases of the study include the history of the poultry industry; the anatomy and physiology of the chicken; the breeds and varities; the breeding principles; the principles of incubation, brooding, rearing feeding, housing, and management; marketing poultry products, and the science of disease and parasite prevention and control.

*AGR 0181 GENERAL POULTRY SCIENCE II* 3 2 4

A continuation of the study of the general principles and practices of the science and poultry production with emphasis on the application of these principles to specialized areas of poultry production.

*AGR 0185 SOIL SCIENCE* 5 2 6

A course dealing with basic principles of efficient classification, evaluation and management of soils; care, cultivation and fertilization of the soil and conservation of soil fertility.

*AGR 0200 INTERNSHIP* 0 12 3

A student enrolled in this course will spend a summer quarter with an agricultural employer, where he will receive training in various agricultural enterprises and in the sales and service of the products of that business. Training experience will be made available to the student by the dealer or his designated representative, and as agreed upon by the dealer and Wilkes Community College.

*AGR 0201 AGRICULTURAL CHEMICALS* 5 2 6

Agricultural Chemicals is a study of chemical agents used to control plant pests. Emphasis is on proper selection, effective and safe use of materials.

*AGR 0202 LIVESTOCK HOUSING AND EQUIPMENT* 2 5 5

A study of the housing and equipment utilized in efficient livestock production and marketing. Farm livestock structures. Automatic feeding and watering systems. Specialized equipment for care of livestock and maintenance of quality of livestock products.

*AGR 0203 FRUIT AND VEGETABLE PRODUCTION* 3 2 4

A course dealing with fruit and vegetable production. A study of the importance and principles of production and marketing of the major vegetable crops. Identification and methods of production and marketing of the principal tree and small fruits.

*AGR 0205 AGRICULTURAL MARKETING* 5 2 6

An analysis of the functions of marketing in the economy and a survey of the problems marketing faces. A review of the market structure and the relationship of local, terminal, wholesale, retail and foreign markets. Problems in the operations of marketing firms including buying and selling, processing, standardization and grading, risk taking and storage, financing, efficiency, and cooperation. Discussion of procedures of marketing such commodities as grain, cotton, livestock and tobacco.

*AGR 0206 FARM MACHINERY REPAIR* 2 5 5
A study of the maintenance and repair of basic farm machinery and equipment. Emphasis is placed upon preventive maintenance through appropriate use and care.

*AGR 0207 POULTRY ENTERPRISES* 4 3 5
A review of the growth of the various poultry enterprises — including market eggs, hatching eggs, and broiler production; marketing procedures; determining and controlling costs and production; choosing breeds and determining flock size, feeding systems, conversion ratios, labor efficiency, and other management factor.

*AGR 0208 PASTURES AND FORAGE CROPS* 3 4 5
A study of the major grasses and legumes of economic importance in North Carolina. Attention will be given to management, soil types, fertilization, harvesting and nutrient value.

*AGR 0209 AGRICULTURAL PROGRAMS AND AGENCIES* 3 2 4
A review of the public agricultural programs and agencies that provide services, including financial aid, for agricultural producers. The objectives, organization, functions and services of these organizations.

*AGR 0210 FARM FOREST MANAGEMENT* 2 5 5
A course dealing with the fundamentals of forestry and farm forestry problems, including planting, thinning, harvesting and marketing.

*AGR 0226 SWINE PRODUCTION* 3 2 4
Development of the swine producing and marketing industries; principles and practices of selection, breeding, feeding, housing, marketing, and management of swine.

*AGR 0227 BEEF AND DAIRY PRODUCTION* 3 2 4
A study of beef and dairy production. This includes their selection, breeding, feeding, care and management.

*AGR 0228 LIVESTOCK DISEASES AND PARASITES* 3 2 4
A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis on the cause, damage, symptoms, prevention and treatment of parasites and diseases, and management factors relating to disease and parasite prevention and control.

*AGR 0280 POULTRY HEALTH* 3 2 4
The principles and practices of poultry disease and parasite prevention and control. The mortality problem and the nature of disease. The types of organisms causing poultry diseases. The methods of disease prevention and control. Nutritional disorders and miscellaneous conditions. The major poultry diseases. Prevention and control of internal and external parasites.

## *AUTOMOTIVE (POWER MECHANICS)*

*AHR 0203 AIR CONDITIONING* 3 3 4
A general introduction to the principles of air conditioning as applied to mobile equipment; the study of the assembly of the components and connections necessary and the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system and other safety measures are stressed.

*AHR 1101 AUTOMOTIVE AIR CONDITIONING* 2 3 3
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.

*PME 1101 INTERNAL COMBUSTION ENGINE* 3 12 7
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams, and camshafts, fuel and exhaust systems, cooling systems, power lubrication; and methods of testing, diagnosing and repairing.

*PME 1102 ENGINE ELECTRICAL & FUEL SYSTEMS* 5 12 9
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.

*PME 1122 BRAKING SYSTEMS* 3 3 4
A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.

*PME 1124 AUTOMOTIVE POWER TRAIN SYSTEMS* 3 9 6
Principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing and repair.

*PME 1125 AUTOMOTIVE SERVICING* 3 9 6
Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experience in testing, adjusting, repairing and replacing. Prerequisite: Completion of first three quarters of Automotive curriculum or equivalent experience.

*PME 1126 AUTOMOTIVE CHASSIS & SUSPENSION SYSTEMS* 3 9 6
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering system. Units to be studied will be shock absorbers, springs, steering system, steering linkage, and front end alignment.

*BIO 0111 GENERAL BIOLOGY I* 3 3 4
This course presents the very basic concepts of biological study. The concepts and theories included are the scientific method, cellular and protoplasmic organization and functions, Mendelian genetics, organic evolution, and systems of classification. These topics will be reinforced and further investigated with appropriate laboratory assignments.

*BIO 0112 GENERAL BIOLOGY II* 3 3 4
This sequel of BIO 0111 is an introduction to zoology. The organization and functions of the chief groups of animals in evolutionary sequence are reviewed in both the classroom and particularly in the laboratory sessions by means of dissection. The major emphasis, however, is on the physiology of several systems of the human.

*BIO 0113 GENERAL BIOLOGY III* 3 3 4
This study of introductory botany completes the biological sequence. The anatomy and physiology of plant systems are presented with particular emphasis placed on photosynthesis and cellular respiration.

*BIO 0120 BOTANY* 2 2 3
Botany is the study of the principles of plant growth, reproduction, functions and use of plants. The basic information gained in this course is necessary for an understanding of best cultural practices to be used in growth and maintenance of ornamental and crop plants.

*BIO 0121 BOTANY* 2 2 3
A study of the physiology of the plant organism and its application to practical propagation, production, and pest control problems.

*BIO 0125 ANIMAL SCIENCE* 5 2 6
An introductory animal science course covering the fundamental principles of livestock production. A study of the animal body and the basic principles of reproduction, genetics, growth, fattening, digestion, along with the selection, feeding, improvement, processing and marketing of livestock.

*BIO 0170 PLANT SCIENCE* 5 2 6
An introductory general botany and crop science course covering the fundamantal principles of the reproduction, growth, functions, and development of seed bearing plants with application to certain commercially important plants in North Carolina.

*BIO 0174 GENERAL MICROBIOLOGY* 3 4 5
A general microbiology course dealing with the structure, development and function of bacteria and other microorganisms.

*BIO 0176 MICROBIOLOGY OF FOODS I* 3 4 5
The relationship of microorganisms to fresh and preserved foods. Bacteriological methods of analysis for determination of sanitary quality of foods and dairy products. The role of the microorganisms as spoilage agents; sources in nature and means of control.

*BIO 0178 MICROBIOLOGY OF FOODS II* 3 4 5
A continuation of BIO 0176 with special emphasis placed on industrial uses of microorganisms.

*BIO 0215 EXPERIMENTS IN ELEMENTARY SCIENCE* 3 2 4
The experiments and procedures most often referenced in elementary school texts are performed, analyzed, and discussed. New experiments are designed and tested. Broad concepts on which they are based are reviewed.

*BIO 0290 CONSERVATION OF NATURAL RESOURCES* 3 4 5

An introduction to soil conservation, covering what is included in soil and water conservation, the public interest in soil and water conservation, who is involved in soil and water conservation, the available resources to carry out soil and water conservation measures, and the relationship of specialized knowledge in agronomy, biology, economics, engineering, soils, forestry and recreation.

## *BUILDING CONSTRUCTION*

*CON 0101 CONSTRUCTION I* 3 6 5

Course includes an introduction to building construction careers, especially in the carpentry and masonry fields. Major emphasis is placed on safety. Each student is required to demonstrate a proficiency in operating installed and portable power tools and must also pass a written safety examination before he is allowed to operate same. Proper care and use of hand tools is also stressed. Building materials are discussed and correlated with residential plans, specifications, basic codes, drainage, water proofing, and termite protection. Footings and foundations will be studied. Laboratory experiences include pouring of footings, erection of foundations and chimneys using blocks and/or bricks, and the use of hand and portable power tools on a construction site, sometimes under adverse weather conditions. Physical stamina is required. Each student must carry accident insurance and wear apparel, headgear, and shoes which comply with the proper intent of OSHA safety regulations. Particular emphasis is placed on terminology and nomenclature.

*CON 0102 CONSTRUCTION II* 3 6 5

A continuation of CON 0101. Emphasis is placed on floor, wall, ceiling and roof framing. Sliding, double-hung, casement, and fixed windows are studied to determine the required rough openings and framing in addition to all types of outside and inside doors. Proper installation of door and window hardware is stressed. Stick and component construction of well sections and roof truss are studied in addition to post and beam components. On site (laboratory)work serves to reinforce classroom assignments and presentations. Safety is continually stressed. Prerequisite: CON 0101 or equivalent work experience.

*CON 0103 CONSTRUCTION III* 3 6 5

A continuation of CON 0101 and CON 0102. Presentations include roofing materials, interior and exterior walls and ceilings, sub and finished flooring, stair construction, siding, facia, soffits, and subject matter related to a single family unit. On site laboratory actual construction work serves to reinforce student learning processes. Prerequisites: CON 0102 or equivalent work experience.

*CON 0200 CONSTRUCTION INTERNSHIP* 0 12 3

A student enrolled in this course will spend a summer quarter with a construction employer where he will receive training in various construction enterprises. Training will be made available to the student as agreed upon by the contractor and Wilkes Community College. Prerequisite: Satisfactory completion of first year of the curriculum.

*CON 0201 CONSTRUCTION IV (ELECTRICAL WIRING SUPERVISION)* 4 3 5

A beginning course in electrical wiring with emphasis on National Electric Code requirements. Basic electricity and its applications with electrical wiring materials and methods of installation in residential and light commercial constructions are studied. Laboratory work in electrical wiring applications.

*CON 0202 CONSTRUCTION V (PLUMBING SUPERVISION)* 4 3 5
A beginning course in plumbing with emphasis on National Plumbing Code requirements. Plumbing waste and supply systems with plumbing materials and methods of installation in residential and light commercial constructions are studied. Laboratory work in plumbing applications.

*CON 0203 CONSTRUCTION VI (MATERIALS AND METHODS)* 4 3 5
An advanced course in construction materials and methods as related to all types of building construction. Manufacture of construction materials, suitability for use in construction, and methods of installation are studied. Classroom work supplemented by field trips and films.

*CON 0204 CONSTRUCTION SURVEYING* 3 6 5
A course in construction field surveying for residential and light commercial construction. Building layout and leveling are emphasized through exercises in linear measuring, turning angles, running lines of levels, building layout and setting batter boards, stadia survey and pipeline survey. Extensive field work in surveying applications.

*CON 0205 CONSTRUCTION DOCUMENTS* 2 3 3
A course that establishes the responsibilities and limitations of construction foremen and superintendents from the point of view of construction contracts and specifications. Invitation to Bidders, Forms of Agreements, Addenda, Change Orders, General Conditions, and Specifications are all developed as they would actually be used on residential and light commercial construction projects.

*CON 0206 CONSTRUCTION PLANNING AND ESTIMATING I* 3 6 5
A course in quantity take-off estimating using plans prepared by an architect for a typical single family residence. Quantities of materials needed for foundations, rough carpentry, masonry, millwork, and finishing materials are all calculated by the student. Relationship of estimates to construction planning is emphasized.

*CON 0207 CONSTRUCTION PLANNING AND ESTIMATING II* 3 6 5
A course in construction planning using plans prepared by an architect for a typical light commercial structure. Quantities of materials are estimated and construction labor times are calculated for each operation. Detailed bar charts and critical path flow charts are then prepared from the data to establish the order of the construction operations and the time required for the completion of the work. Prerequisite: CON 206 Construction Planning and Estmiating I.

*CON 0209 SOILS, FOUNDATIONS, AND STRUCTURES* 3 3 4
A course in basic soils engineering and study of structures. Physical properties of soils and how they act when loads are placed on them are studied. Spread footings, retaining walls, and pile foundations are studied. Structural columns and beams are studied to determine how they act when loaded. Laboratory work in applied statics and strength of materials.

## *BUSINESS*

*BUS 101 INTRODUCTION TO BUSINESS* 3 0 3
Particular attention in this survey course of the business world will be devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.

*BUS 102 TYPEWRITING I* 2 3 3
This is an introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

*BUS 103 TYPEWRITING II* 2 3 3
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscripts, correspondence, and business forms. Prerequisite: BUS 102.

*BUS 104 TYPEWRITING III* 2 3 3
Attention is on the development of the student's ability to function as an expert typist, producing mailable copies. Production typewriting and speed building are emphasized. The production units are tabulation, manuscripts, correspondence, and business forms. Prerequisite: BUS 103 or the equivalent.

*BUS 106 SHORTHAND I* 2 3 3
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases.

*BUS 107 SHORTHAND II* 2 3 3
A continuation of the study of shorthand theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or the equivalent.

*BUS 108 SHORTHAND III* 2 3 3
A comprehensive review of shorthand theory with greater emphasis on speed building and accuracy in transcription. Emphasis on spelling, punctuation, and an introduction to office-style dictation. Prerequisite: BUS 107; BUS 104 or its equivalent.

*BUS 110 OFFICE MACHINES I* 2 3 3
A general survey of the business and office machines where students will receive training in techniques, processes, operation, and application of the ten-key machine, full keyboard adding machine, and calculators.

*BUS 112 FILING AND RECORDS MANAGEMENT* 3 0 3
This course presents the fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes, and guides. The students study and apply principles of alphabetic, numeric, geographic, and subject filing.

*BUS 113 SMALL BUSINESS OPERATION* 3 0 3
Small business initiation, financial and administrative control, and problems involving purchasing, marketing, franchising, and servicing are considered along with personal, legal, and governmental relationships. Fundamental analysis of trends and developments affecting small business are undertaken against a background of practical economics.

*BUS 115 BUSINESS LAW* 5 0 5
This course includes an introduction to sources of law and the functions as well as the structure of state and federal court systems. Fundamental principles of law pertaining to common law contracts, commercial paper, sales contracts, product liability and conveyances of real property and interests created therein are studied by the student.

*BUS 116 LABOR LAW* 5 0 5
The subject matter of this course consists of a comprehensive study of the National Labor Relations Act, collective bargaining, labor disputes, conditions of employment, union contracts, arbitration, mediation, and conciliation.

*BUS 117 REAL ESTATE LAW* 3 0 3
In this course, emphasis is placed on study of the nature of real property, rights and duties incident to ownership, rights to dispose of land not based on ownership, transfer of rights in land and liens.

*BUS 120 ACCOUNTING I* 2 4 4
This course has as its purpose the development of the principles, techniques, and an understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises will include practical application to the principles learned.

*BUS 121 ACCOUNTING II* 2 2 3
This is a continuation of the study of accounting principles which will include controls, systems, payrolls, partnerships, and corporation. Prerequisite: BUS 120.

*BUS 122 ACCOUNTING III* 2 2 3
A study of accounting principles that are uniquely relative to corporation, departments, and branches. It also includes an introduction to control accounting systems and to decision-making activities based on accounting reports. Prerequisite: BUS 121

*BUS 123 BUSINESS FINANCE* 3 0 3
This course is designed to acquaint the student with methods by which the three major forms of business enterprises are financed. Included is detailed study of short-term and long-term borrowing.

*BUS 126 MACHINE SHORTHAND I* 5 5 7
This course presents the basic principles and theory of Stenograph machine shorthand and enables students to read Touch Notes quickly.

*BUS 127 MACHINE SHORTHAND II* 5 5 7
Following the acquisition of basic principles and theory, the student spends 95 percent of the class time writing on the shorthand machine. The goal is the development of the ability to take dictation at the rate of 80 words per minute. Prerequisite: BUS 126.

*BUS 128 MACHINE SHORTHAND III* 5 5 7
The course enables the student to take dictation on the Stenograph machine at the rate of 100 words per minute on straight new matter. Prerequisite: BUS 127.

*BUS 183 TERMINOLOGY AND VOCABULARY* 3 0 3
Emphasis on syllabication, pronunciation, and spelling. The course is designed to increase the students ability to use and understand terminology and vocabulary commonly found in business and industrial offices.

*BUS 202 MACHINE SHORTHAND IV* 3 2 4
An introduction to the transcription of machine shorthand on the typewriter follows mastery of basic principles and theory. The student develops the ability to take dictation on straight new matter at the rate of 120-140 words per minute and to transcribe this dictation in an acceptable manner. Prerequisite: BUS 128.

*BUS 203 MACHINE SHORTHAND V* 3 2 4
Following BUS 202, the student develops the ability to take dictation on straight new matter at the rate of 140-150 words per minute and to transcribe at the rate of 25 words per minute. Prerequisite: BUS 202.

*BUS 204 MACHINE SHORTHAND VI* 3 2 4
Following BUS 203, the student develops the ability to take dictation on straight new matter at the rate of 180-200 words per minute and to transcribe at the rate of 30 words per minute. Prerequisite: BUS 203.

*BUS 205 ADVANCED TYPEWRITING* 3 2 4
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts, and legal documents. Prerequisite: BUS 104.

*BUS 206 DICTATION AND TRANSCRIPTION I* 3 2 4
Dictation and Transcription 206 presents a review of Gregg shorthand theory. It includes the dictation of familiar and unfamiliar business-letter material at varying rates of speed and transcription at the typewriter. Emphasis is placed upon increasing the students rate of taking dictation. Prerequisite: BUS 102 or demonstrated proficiency.

*BUS 207 DICTATION AND TRANSCRIPTION II* 3 2 4
This is a continuation of BUS 206 with increased dictation speed goals. Prerequisite: BUS 206.

*BUS 208 DICTATION AND TRANSCRIPTION III* 3 2 4
Emphasizes the development of shorthand speed, accuracy, and transcription ability that will enable the student to meet the stenographic requirements of business and professional offices. Prerequisite: BUS 207.

*BUS 211 OFFICE MACHINES II* 3 2 4
Instructions are given in the operation of the bookkeeping-accounting machine, duplicating equipment, and the dictating and transcribing machines. Additional emphasis is placed on the use of the adding and calculating machines through the completion of a machine practice set. Prerequisite: BUS 110.

*BUS 214 SECRETARIAL PROCEDURES* 2 3 3
The course is designed to acquaint the student with the responsibilities encountered by a secretary during the work day.

*BUS 215 OFFICE APPLICATION* 0 6 3
Actual work experience is provided for the business student appropriate to his course of study.

*BUS 222 ACCOUNTING IV* 4 2 5
This course provides thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital. Prerequisite: BUS 122.

*BUS 223 ACCOUNTING V* 4 2 5
This course presents additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes. Prerequisite: BUS 222.

*BUS 225 COST ACCOUNTING* 3 2 4
Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job costs, and standard cost principles and procedures; selling and distribution costs; budgets, and executive use of cost figures form the major elements of this course. Prerequisite: BUS 122.

*BUS 229 TAXES* 3 2 4
This course emphasizes application of federal and state taxes to various businesses and business conditions. It includes a study of the following taxes; income, payroll, intangible, capital gain, sales and use, excise, and inheritance.

*BUS 232 SALES DEVELOPMENT* 3 0 3
Sales Development is a study of consumer and commercial selling, with emphasis placed upon learning and applying fundamental sales techniques.

*BUS 235 PRINCIPLES OF MANAGEMENT* 5 0 5
Principles of Management will include an overview of the major functions of management such as planning, staffing, controlling, directing, and financing. A clarification of the decision-making function versus the operating function will be studied.

*BUS 239 PRINCIPLES OF MARKETING* 5 0 5
Principles of Marketing is a general survey of marketing with emphasis placed on the study of the functions, policies, and institutions involved in the marketing process.

*BUS 243 PRINCIPLES OF MARKETING PROMOTION* 5 0 5
Principles of Marketing Promotions is a study of the methods by which business promotes its products and services in the market, including the role of advertising and personal selling in our markets.

*BUS 247 BUSINESS INSURANCE* 3 0 3
The survey course, Business Insurance, presents basic principles applicable to legal reserve and government-sponsored coverages in life, casualty, fire, health, accident, social security, and workmen's compensation. The economic significance of insurance is stressed and students are given an opportunity to plan continuing education which may lead to the agent's or the broker's license.

*BUS 251 COURT PROCEDURES* 3 0 3
This course is designed to give the student a general knowledge of courtroom procedures and practices. Emphasis is on structure of the judicial system, types of courts, jurisdictions, and courtroom ethics.

*BUS 253 COURT REPORTING* 0 10 5
This course consists of actual court and/or conference reporting practice. The student will spend time in various courtroom situations, and/or conferences or convention reporting situations. Prerequisite: Ability to take dictation of straight new matter at the rate of 175 words per minute.

*BUS 269 AUDITING* 3 2 4
Principles of conducting audits and investigations; setting up accounts based upon audits; collecting data and working papers; arranging and systemizing the audit, and writing the audit report are studied in this course. Emphasis is placed on detailed audits, internal auditing, and internal control. Prerequisite: BUS 223.

*BUS 271 OFFICE MANAGEMENT* 3 0 3
The student learns to plan, organize, and control office activities and to lead people to achieve business goals in situations where methods, equipment, systems, and practices are constantly changing.

*BUS 272 PERSONNEL MANAGEMENT AND SUPERVISION* 5 0 5
Personnel Management and Supervision introduces the basic responsibilities and duties of the manager and his relationship to supervision, subordinates, and associates.

*BUS 282 MUNICIPAL ACCOUNTING* 3 2 4
Municipal accounting is a study of accounting systems for cities, counties, and other governmental units. Prerequisite: BUS 122

## *BUSINESS DATA PROCESSING*

*EDP 100 KEY PUNCH OPERATOR* 2 2 3
Designed and planned to enable the student to acquire the degree of skill necessary for employment as a key punch operator on an IBM 26 or 29 Printing Card Punch. Stress is placed on care and proper operation of the machine and preparation of program cards for placing the machine under programmed control. Terms which are most commonly used with the key-punch machine as it relates to automated data processing in the business world are presented and fully explained.

*EDP 101 FUNCTIONAL WIRING PRINCIPLES* 2 3 3
Basic principles of control panel wiring, operation of punched card machines, and the relationship of each machine to every other, as well as the functions of each are emphasized. Laboratory projects based on business applications provides experience to the student.

*EDP 104 INTRODUCTION TO DATA PROCESSING SYSTEMS* 3 2 4

Fundamental concepts and operational principles of data processing systems are introduced. The eight basic operations that form the core of data processing are explained as well as the equipment that can be used to perform the processing operations. Systems and procedures are studied along with the factors to be considered in evaluating manual, mechanical, punched card, and computer data processing systems.

*EDP 107 INTRODUCTION FOR FORTRAN IV* 2 3 3

Designed to provide the student with basic programming knowledge of a typical compiler type language oriented to problem solving. Emphasis is on program construction with a few simple problems run on a remote computer terminal.

*EDP 108 INTRODUCTION TO COMPUTER SYSTEMS* 2 3 3

A study of computer systems involving such topics as job scheduling, file devices, file organizations, operating systems, and job control language. The internal workings of the computer and the numbering systems used to represent values in computer storage are discussed.

*EDP 110 BUSINESS PROGRAMMING I (RPGII)* 3 2 4

Report Program Generator (RPG) coding includes preparation of the spacing chart, file description, file extension, input, calculation, and output specification. Business applications are written and run on a remote computer terminal.

*EDP 202 BUSINESS PROGRAMMING IV (PL/I)* 3 2 4

The student learns the complete subset of PL/1 so he can perform most computations for business programs satisfactorily. Program structure, control of input/output and information storage are discussed. Programming projects are assigned and run on a remote computer terminal.

*EDP 205 LINEAR PROGRAMMING AND CRITICAL PATH METHOD* 3 3 4

Lecture and case problems encompassing the scope and potential of using mathematical programming with computers to increase industrial efficiency. The course presents the network technique of management planning, scheduling and control. Basic rules of network planning are presented with laboratory assignments designed to implement the theoretical aspects of Critical Path Methods (CPM).

*EDP 207 BUSINESS PROGRAMMING II (COBOL)* 3 3 4

The Common Business Oriented Language (COBOL) is presented in detail. A variety of business and commercial applications are programmed and tested on a remote computer terminal.

*EDP 208 BUSINESS PROGRAMMING III(COBOL)* 2 4 4

Use of advanced Cobol techniques to solve complex business-oriented problems. Programs are run on a remote computer terminal. Prerequisite: EDP 207.

*EDP 216 RESEARCH PROJECT* 1 6 4

Individual assignments of a carefully selected project will be the work of the student during this quarter. It will give the student an opportunity to initiate and carry out a project taken from outside the school. This course places the responsibility upon the student to solve a significant problem with a minimum of assistance from the instructor.

*EDP 220 ASSEMBLY LANGUAGE* 3 3 4

An introduction to the study of assembly language programming. Instruction includes assembly language specifications, operations, and rules for writing source programs. Laboratory exercises are devoted to developing program logic and writing assembly language programs to solve sample problems.

## CARPENTRY-MASONRY

*CON 1040 CARPENTRY* 3 15 8

The course will involve operation, care, and safe use of carpentry hand tools and power tools in cutting, shaping, and jointing construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving: materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection. Compliance with the provisions of the Occupational Safety and Health Act will be stressed. Laboratory experiences are designed to reinforce classroom presentations. Prerequisite: CON 0102 or equivalent experience.

*CON 1050 FINISHING AND GENERAL CARPENTRY* 6 15 11

Cabinet making and millwork as performed by the general carpenter for building construction will be introduced. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical application will include measuring, laying out, and construction of: base and wall cabinets, built-in desks, door and window frames, stairs, and interior and exterior corners and trim. Materials and finishes will also be studied. Emphasis will also be placed on adherence to established safety practices and procedures and adherenece to the Occupational Safety and Health Act provisions. Prerequisite: CON 1040 or equivalent experience.

*CON 1103 MASONRY* 3 15 8

This course is designed to give the student practice in selecting the proper mortars, layout, and construction of various building elements such as foundations, walls, chimneys, arches, and cavity walls. The proper use of bonds, expansion strips, wall ties, and chalking methods are stressed. Laboratory experiences emphasize the practical aspect of the various types and methods of masonry construction as presented in the classroom.

*CON 1104 FINISHING AND GENERAL MASONRY* 6 15 11

Layout of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta and modular masonry construction theory and techniques are presented. Particular emphasis is placed on proper techniques of construction and finishing. Laboratory experiences are designed to reinforce the classroom instruction.

*CON 1105 CONSTRUCTION ESTIMATING* 3 2 4

This is a practical course in quantity "take off' from prints of the more common type jobs for brick masons and carpenters. Students will compute the quantities of materials needed and the cost of building various components and structures. Prerequisite: DFT 0118 or equivalent experience.

*CON 1106 BUILDING CODES* 2 0 2

A study is made of building codes and the minimum requirements for local, county, and state regulations to include Federal Housing Administration regulation. Studies are limited to single family dwellings or light commercial construction. The student would be introduced to the Occupational Safety and Health Act provisions.

## CHEMISTRY

*CHM 0110 TECHNICAL CHEMISTRY* 3 3 4

A study of the fundamental principles of chemistry including occurrence, preparation, properties and periodic classifications of some of the important elements. Chemical bonding and certain classes of chemical compounds including acids, bases, salts, and some common organic compounds will be studied.

*CHM 0111 GENERAL CHEMISTRY I* 3 3 4
A course in inorganic chemistry emphasizing atomic structure, chemical bonding, periodic classification, stoichiomety, states of matter and solutions. Corequisite: MAT 0116 or have completed course(s) equivalent.

*CHM 0112 GENERAL CHEMISTRY II* 3 3 4
A continuation of CHM 0111 emphasizing the principles of chemical equilibrium and chemical thermodynamics. Laboratory consists of qualitative analysis of common cations and anions. Prerequisite: CHM 0111.

*CHM 0113 GENERAL CHEMISTRY III* 3 3 4
A continuation of CHM 0112 emphasizing electrochemistry, nuclear chemistry, and other selected topics. Laboratory is a continuation of qualitative analysis with an introduction to quantitative analysis and chemical instrumentation. Prerequisite: CHM 0112.

*CHM 0211 ORGANIC CHEMISTRY I* 3 3 4
Brief course in organic chemistry. Topics include the language of organic chemistry and types of reactions necessary for an understanding of related fields. Prerequisite: CHM 0113 or equivalent courses.

*CHM 0230 CHEMICAL POLLUTION AND CONTROL* 2 2 3
A study of chemical pollutants. Labs will consist of methods of monitoring and controls. Special emphasis will be placed on agricultural and industrial chemical pollutents.

## *DRAFTING*

*DFT 0103 LANDSCAPE DRAFTING* 0 6 2
A course designed to provide fundamental knowledge of the principles of drafting. Basic skills and techniques of drafting include: Lettering, sketching, line technique, geometric construction, building floor plan and elevation, boundary and contour maps. Plan reading of architectural site plans. Problems dealing with drawing techniques, surveying theory and use.

*DFT 0110 SCHEMATICS AND DIAGRAMS* 0 3 1
A beginning course in basic mechanical drawing, technical sketching, and interpretation of automotive and diesel schematic diagrams. Emphasis is placed on neatness, accuracy, and proper care and use of instruments.

*DFT 0118 BLUEPRINT READING* 2 3 3
Principles of interpreting blueprints and specifications common to the home building construction industry. Development of an understanding of the three view concept of architectural presentations. Laboratory experiences include problems in sketching and the use of basic drafting instruments.

*DFT 0120 CONSTRUCTION DRAFTING I* 2 6 4
A beginning course in architectural drawing, sketching and interprestation of single drafting presentations of single family dwellings. The student will prepare a floor plan, exterior elevation, foundation plan, structural section detail, and door and window schedules for a family dwelling. Emphasis is placed on neatness, accuracy, and proper use of drafting equipment. Prerequisites: DFT 0118 or equilvalent experience.

*DFT 0121 CONSTRUCTION DRAFTING II* 2 6 4
A continuation of DFT 0120. The student willl prepare a complete set of working drawings for a single family dwelling to include, but not be limited to, miscellaneous details, roof framing plan, exterior and interior elevations, structural sections, foundation plan, stair detail if required, fireplace and chimney details, floor framing plan, door and window schedules, door and window detail, and the basic electrical plan. Students will be expected to develop their own floor plan, etc., within the limitations of 1400 square feet, plus or minus fifty square feet. Each student is required to furnish the required drafting instruments. Prerequisites: DFT 0120 or equivalent.

*DFT 0122 LIGHT COMMERCIAL DRAFTING* 2 9 5
An advanced course in drafting plans for typical buildings of Type IV-non-combustible construction as outlined in the North Carolina State Building Code. Students will be expected to develop a set of drawings from sketches of typical commercial building like food stores or drugstores. Emphasis will be on drafting technique as well as drafting solutions. Prerequisite: DFT 0120 or equivalent experience.

*DFT 0123 SPECIFICATIONS AND CONTRACTS* 3 0 3
The purpose of writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties, and mutual protection.

*DFT 0124 MECHANICAL EQUIPMENT DRAFTING* 2 6 4
General study of heating, air conditioning, plumbing and electrical equipment, materials, and symbols. Building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings by mechanical engineers. Preparation of architectural drawings incorporating building mechanical equipment is required. Prerequisite: DFT 0121 and 0122 or equivalent experience.

*DFT 0125 CONSTRUCTION DRAFTING II* 2 12 6
Preparation of a complete set of architectural working drawings for a building incorporating all knowledge learned in previous course work. Team approach to producing drawings, and general architectural office procedures will be stressed in addition to consideration of specifications with working drawings. Prerequisite: Satisfactory completion of 50 quarter hours from Drafting-Building Trades curriculum or permission of the instructor.

## *ECONOMICS*

*ECO 102 MACROECONOMICS* 5 0 5
Macroeconomics includes the study of national income, employment, economic growth, and the public sector.

*ECO 104 MICROECONOMICS* 5 0 5
Microeconomics includes the study of the price system, allocation of resources, distribution of income, and international trade.

## *EDUCATION*

*EDU 0101 ROLE OF THE TEACHER AIDE* 3 0 3
An introductory survey course for the teacher aide. Emphasis is placed on the history of auxiliary personnel in the school, the organization of the school and community, in addition to the various responsibilities of the teacher aide.

*EDU 0103 PRE-SCHOOL EDUCATION* 3 2 4
Study of principles and practices of early childhood education. The types of experiences, and facilities which will promote optimal development of each child. Guidelines for identifying, planning, organizing, and implementing appropriate programs and facilities are derived through group discussion and individual projects. Field experience provides opportunities to observe children and programs in different pre-school facilities.

*EDU 0111 INSTRUCTIONAL MATERIALS* 3 0 3
Survey of materials available for improvement of classroom instruction; the role of instructional materials in teaching and learning; sources, selection, and use of printed free and inexpensive graphic, audio-visual, and special materials for individualized instruction.

*EDU 0114 AUDIOVISUAL INSTRUCTION* 3 0 3
Advantages, limitations and practical classroom applications of audio-visual materials. The use of models, maps, charts, slides, film strips, recordings and motion pictures are stressed.

*EDU 0121 LIBRARY MATERIALS AND RESOURCES* 3 0 3
Information concerning books and materials; basic factors and problems in selection; the use of books and libraries as resources for instructional materials.

*EDU 0131 SCHOOL RECORDS AND REPORTS* 3 0 3
The preparation of school records and reports. The course will include the procedures for general reports, the procedures for special reports and records, and the management of records.

*EDU 0140 INTRODUCTION TO STUDENT SERVICES* 3 9 6
A study of the personnel service programs of educational institutions, human service agencies, and industry. Emphasis will be placed upon guidance and counseling programs, their purpose and philosophy as it relates to the goals of the institution. The organization and implementation of a personnel service program is also a part of this study. A practicum experience is closely correlated with classroom activities so that students may apply knowledge and skills to an actual on-the-job learning situation.

*EDU 0141 OCCUPATIONAL AND EDUCATIONAL INFORMATION* 3 9 6
A study of the career and educational information available to aid students in career decision making. This includes a study of the world of work, sources of occupational information, establishing and educational-occupational information library, using educational, occupational and social information and sociological and psychological factors, influencing career planning. A practicum experience is closely correlated with classroom activities so that students may apply knowledge and skills to an actual on-the-job learning situation.

*EDU 0142 TECHNIQUES AND SKILLS OF COUNSELING* 3 9 6
A study of the theories and principles of counseling. Emphasis will be placed upon the development of interpersonal skills necessary to communicate with people of different backgrounds and experiences. A practicum experience is closely correlated with classroom activities so that students may apply knowledge and skills to an actual on-the-job learning situation.

*EDU 0151 CREATIVE ACTIVITIES* 3 0 3
Individual and group exploration of activities and media for promoting optimal self expression, aesthetic appreciation, and creativity in young children.

*EDU 0201, 0202, 0203, 0204, 0205, 0206 SEMINAR PRACTICUM* 1 6 3
The seminar practicum experience involves students with the learning processes in a variety of educational settings. These experiences enables the student to gain exposure to many facets in education as well as to do specialized study in given areas. Through "learning by doing" the student may correlate his knowledge and skills to an actual teaching situation.

*EDU 0207 EXCEPTIONAL CHILD'* 3 0 3
Study of children with developmental variations requiring modification in activities. Consideration is given to recognition of problems, community resources, and appropriate activities for the child with exceptional deviations in mental or physical development.

*EDU 0208 PHYSICAL ACTIVITIES FOR CHILDREN* 3 0 3
Exploration of activities for promoting optimal overall physical development of young children, with special emphasis on body movements and exercise, dance and games.

*EDU 0209 NUTRITION AND HEALTH* 3 0 3
Study of basic nutrition, with emphasis on methods of helping young children and their families learn nutritional concepts for more healthful living.

*EDU 0210 PARENT EDUCATION* 3 0 3
Study of ways to involve parents in a preschool center, the purposes and value of home visitation, programs for parents and techniques of working with the parents for more total development of the child.

*EDU 0243 ADMINISTRATION AND INTERPERTATION OF TESTS* 3 9 6
A study of the rationale for group and individual testing. This includes the administration as well as the use of tests of intelligence, interest, and achievement in educational and career planning. A practicum experience is closely correlated with classroom activities so that students may apply knowledge and skills to an actual on-the-job learning situation.

*EDU 0244 COMMUNITY RESOURCES* 3 9 6
A study of the resource and service agencies in the community that may be used as a supportive service to industry, education and other human service institutions. A practicum experience is closely correlated with classroom activities so that students may apply knowledge and skills to an actual on-the-job learning situation.

*EDU 0245 EDUCATING THE MINORITY STUDENT* 3 9 6
A study of minority groups, their characteristics and problems. Emphasis is placed upon teaching and communicating with the disadvantaged minority student. Special attention is given to remedial programs designed for the culturally different and educationally deprived. A practicum experience is closely correlated with classroom activities so that students may apply knowledge and skills to an actual on-the-job learning situation.

## *ELECTRONICS*

*ELN 1112 A.C. & D.C. FUNDAMENTALS* 5 18 11
A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series parallel circuits. An analysis of direct current circuits by Ohm's law and Kirchoff's law. A study of the source of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle and resonance. Prerequisite: None.

*ELN 1123 AMPLIFIER SYSTEMS* 1 9 4
Service techniques of monophonic and sterophonic high fidelity systems and auxiliary equipment are presented. The operation and design of public address sound systems, and inter-communication amplifiers and switching systems are studies. Prerequisite: ELN 1112 or equivalent experience.

*ELN 1127 RADIO AND TELEVISION CIRCUITS* 8 18 14
A study of radio and television circuits and their relationship to radio frequency, intermediate frequency, audio amplifiers, video dectector and video amplifiers. The design and adjustment of vertical and horizontal sweep circuits as pertains to B/W television receivers are explores in depth. Prerequisite: ELN 1123, ELN 1131 or equivalent experience.

*ELN 1128 COLOR TELEVISION* 5 12 9
A continuation of ELN 1127 with emphasis on color sets, their circuitry, alignment, and associated testing equipment. Prerequisite: ELN 1127 or equivalent experience.

*ELN 1129 REPAIR & SERVICING TECHNIQUES* 3 6 5

Students, using electronic testing devices, will determine defective components of home entertainment equipment. Emphasis will be placed on method, speed, and accuracy of work. Student will repair or replace defective components. Proper alignment of radio frequence, intermediate frequency, and chrome amplifiers in B/W or color television sets will be emphasized. Prerequisite: ELN 1127 or equivalent experience.

*ELN 1131 VACUUM TUBE & SEMI-CONDUCTOR FUNDAMENTALS* 3 9 6

An introduction to the theory and operation of vacuum tubes and solid state devices used on common curcuits. Rectifiers, amplifiers, switching circuits and oscillators are studied under operating conditions. Prerequisite: ELN 1112 or equivalent experience.

## *ENGLISH*

*ENG 103 REPORT WRITING* 3 0 3

This course is designed to teach students to utilize primary and secondary research tools. They will investigate a problem and collect, interpret, and organize data into a full-length technical report. Reports will be evaluated on the bases of content, writing skills, physical layout, and graphic presentation. Prerequisite: English 112

*ENG 111 COMPOSITON: WRITING THROUGH PERCEPTION* 3 0 3

The purpose of this course is to teach grammar through composition and composition through perception. Emphasis will be on the elimination of major errors in grammar, encouragement of the discriminating use of details, and construction of unified and coherent paragraphs.

*ENG 112 COMPOSITON: WRITING THROUGH RHETORIC* 3 0 3

The purpose of this course is to teach basic rhetorical patterns and principles of exposition. Emphasis will be on planning and writing the whole composition and upon continued grammatical proficiency. Prerequisite: English 111.

*ENG 113 COMPOSITON: WRITING THROUGH RESEARCH* 3 0 3

Continuing stress will be placed on the principles of expository writing introduced in English 112. The major emphasis, however, will be on research writing. Prerequisite: English 112.

*ENG 200 ORAL COMMUNICATIONS* 3 0 3

The course is a study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed not only on the speaker's attitude, diction, voice, and gestures but also on the practical application of particular types of formal speeches. Additional attention may be given to informal oral communication and to group participation.

*ENG 206 BUSINESS COMMUNICATIONS* 3 0 3

The course develops skills and techniques in writing business correspondence. Emphasis is placed on writing action-getting sales letters, letters of application, and letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances and inquiry. Prerequisites: Typewriting Proficiency.

*ENG 211, 212, 213 WORLD LITERATURE I, II, III* 3 0 3
The sophomore sequence serves as an introductory world literature course. The course attempts to equip the students with the necessary skills to understand how the author conveys his message, to point out the interaction between literature and its historical context, and to develop or reinforce the students' awareness of the universal significance of good literature.

*ENG 214 CREATIVE WRITING* 3 0 3
This course is designed to develop skills in writing fiction, non-fiction, and poetry. Prerequisite: English 113.

*ENG 217 CHILDREN'S LITERATURE* 3 0 3
This will be a study of children's literature, including a history of, as well as the types of, literature appropriate for young children. Evaluation of modern writers, illustrators and books will be emphasized.

*ENG 218, 219, 220, 221, 222, 223*
*Introduction to Journalism I, II, III, IV, V, VI* 0 10 1
Participants in this course assume responsiblity for publication of the college newspaper. Emphasis is on developing skills in report, feature, and editorial writing. For every quarter the student works on the newspaper, he will receive one hour of credit.

*ENG 1101 READING SKILLS* 2 0 2
This course in reading is designed to improve the student's ability to comprehend college level instructional materials through a program of study skills. In-class practice with various materials and machines is utilized to improve his comprehension, vocabulary and rate.

*ENG 1102 COMMUNICATION SKILLS* 3 0 3
This course is designed to promote effective communication in speaking and writing.

*ENG 1143 EFFECTIVE COMMUNICATIONS* 2 0 2
This course is designed to stimulate the practical nursing students in applying the basic tools to effective communication in their daily experience both at work and at home.

## *FOOD AND ENVIRONMENTAL SCIENCE*

*FES 0101 FOOD AND EVNIRONMENTAL SCIENCE I* 3 4 5
An introduction to the history and science of foods. This course will include fundamentals of food processing operations. Nutrition, quality control, and food preservation methods will be studied. Foods are related to environmental health will be emphasized. Labs will consist of field trips to local food industries.

*FES 0102 FOOD AND ENVIRONMENTAL SCIENCE II* 3 4 5
A continuation of Food and Environmental Science I with special emphasis placed on product processing. A special unit will be taught on water and effluent control. Labs will consist of in-plant visits, use of the oil immersion microscope and water and waste water examination.

*FES 0200 INTERNSHIP* 0 12 3
A student enrolled in this course will spend a summer quarter working in a Food Processing Plant or Quality Control Lab. The student may be paid as a regular employee of the company. He will be graded by the employer and his supervising instructor as to his suitability in the food industry.

*FES 0201 ELEMENTS OF ENVIRONMENTAL SANITATION* 3 2 4
An introduction to environmental education, fields of employment and duties performed. Also a study of local, state, and federal laws concerning environmental health. Labs will consist of field trips to industries and municipalities to see first hand pollution factors.

*FES 0202 WATER SAMPLING AND ANALYSIS* 3 4 5
A basic study of water quality standards, water monitoring equipment, monitoring techniques, and analysis of results. Labs will consist of laboratory analysis of water and field trips to see monitoring equipment in water plants and industry.

*FES 0203 AIR SAMPLING AND ANALYSIS* 3 4 5
A basic study of air quality standards, air monitoring equipment, air monitoring techniques, and analysis and results. Labs will consist of laboratory analysis of air and field trips to see monitoring equipment in industrial situations.

*FES 0204 FOOD ANALYSIS* 3 4 5
A study of food composition. Basic Principles and procedures for the analysis of moisture, ash, carbohydrate, fat and protein contents of food will be studied. Measurement of certain physical characteristics of foods will be presented.

*FES 0212 FOOD PROCESSING — DAIRY PRODUCTS* 3 4 5
Deals with the processes and specialized equipment used in processing dairy products; pasteurization, homogenization, clarification, separation, cheese, butter, ice cream, ice milk, chocolate drinks. Special emphasis is placed upon food packaging for suitable performance of product protection. Visits to processing plants are included with special study of the flowline and equiment.

*FES 0214 FOOD PROCESSING — FRUITS AND VEGETABLES* 3 4 5
This course gives a comprehensive treatment of principles and methods of food handling and preservation as applied to fruits and vegetables. Special emphasis is placed upon food packaging for suitable performance of product protection. Visits to processing plants are included with special study of the flowline and equipment.

*FES 0216 FOOD PROCESSING — MEATS* 3 4 5
An introduction to the meat industry covering meat plant construction, sanitation, killing, processing procedures including meat cutting, preparing cummuted meats, and meat packaging. Visits to processing plants are included with special study of the flowline and equipment.

*FES 0218 FOOD PROCESSING — POULTRY* 3 4 5
A study of the latest processing and marketing methods for poultry projects. Marketing live poultry. Processing, grading, and packing poultry. Grading, processing, packing, storing, and marketing shell eggs. The products industry. Prices and market information. Promotion and advertising of poultry products. Egg and poultry legislation. Visits to processing plants are included with special study of flowline and equipment.

*FES 0220 SOIL SAMPLING AND ANALYSIS* 3 4 5
A basic study of soil structure and composition. In the lab special emphasis will be placed on taking soil samples and analyzing them for chemical pollution.

*FES 0221 PEST AND EFFLUENT CONTROL* 3 4 5
A basic study of insect and rodent control. An entire unit will be devoted to waste water and sewage treatment and control. Labs will consist of chemical pest control experiments with local industry; physical, chemical, and microbiological methods used in waste water and sewage treatment.

*FES 0226 FOOD BORNE ILLNESSES* 4 0 4
This course is designed especially for the student who is interested in public health and food sanitation. A special slide cassette study on health and sanitation will be presented to the class. A standard examination will be given on each unit studied.

*FES 0228 FOOD SCIENCE SEMINAR* 4 0 4
A review of past and current publication in the field of Food Business and Food Research. Special emphasis will be placed on new trends in the Food Inudstry and product development.

*FES 0230 SPECIAL PROJECTS* 1 2 2
This course is designed to give credit to students who have special interests in a particular field of food processing. Credit will be given to students who show creative investigation and research on an assigned project.

## *FRENCH*

*FRE 111, 112, 113 INTRODUCTORY FRENCH I, II, III* 3 2 3
This is a study of basic spoken and written French. These courses place emphasis on grammar, pronunciation, and oral expression.

*FRE 211, 212, 213 INTERMEDIATE FRENCH I, II, III* 3 2 3
These courses are designed to reinforce the knowledge of essentials from beginning French through the aural-oral practice, both in classroom and laboratory. Prerequisite: Two units of high school French and a good score on a French test or French 111, 112, 113.

## *HISTORY*

*HIS 111 WORLD CIVILIZATIONS I* 3 0 3
A survey of the development of the history of mankind from pre-history through the civilizations of Egypt, Mesopotamia, the Hebrews, the Minoans, the Greeks, and the Hellenistic era. Cultural, political, and economic aspects and their inter-relationships will be stressed.

*HIS 112 WORLD CIVILIZATIONS II* 3 0 3
A continuation of mankind's progress in the development of world civilizations will constitute this course of study. The culture of ancient India and China, the development of the Roman, Byzantine, and Saracenic Empires and of the medieval period of the western world will be considered.

*HIS 113 WORLD CIVILIZATIONS III* 3 0 3
Modern man in a modern world will receive emphasis through the study of the exploration and colonization by the rising European powers. Also included will be the two world wars of the 20th century and the problems of the modern world.

*HIS 211 UNITED STATES HISTORY I* 3 0 3
The backgrounds of discovery, settlement, constitutional development, and union, along with manifest destiny and developing sectionalism will be empahsized. The course will cover the period through 1850.

*HIS 212 UNITED STATES HISTORY II* 3 0 3
Beginning with causes of the American Civil War, the course will cover the Civil War, Reconstruction, growth of the nation, imperialistic tendencies, the progressive movement, and World War I.

*HIS 213 UNITED STATES HISTORY III* 3 0 3
Consideration of the United States as a reluctant world power, from the isolation of the 1920's, years of depression, World War II, and the containment of the 1960's, will help the student become more aware of his nation as a part of the world community. Especial attention will be given to the Vietnam problem, Civil Rights, and foreign policy.

## *HORTICULTURE*

*HRT 0120 INTRODUCTION TO HORTICULTURE* 0 3 1
A course designed to acquaint individuals with some basic principles of landscaping, home gardening and ornamental horticulture. Specific items covered will include planning the homstead, plant classification, soils and fertilizers, ornamental plants, pruning, lawns, flowering plants, and disease and insect control.

*HRT 0121 FLOWER ARRANGING* 0 3 1

Art principles as related to live flower arrangements. Areas covered include uses of flowers, containers and accessories, design principles, color and texture, and arrangement for special occasions.

*HRT 0515 PLANT MATERIALS I* 2 4 4

Designed to teach the student to identify and learn the best uses of ornamental plants. Plant Materials I deals mainly with shrubs, and vines for landscape use. Emphasis is placed on those plants which are most used and best suited to the needs of contemporary architectural styles.

HRT 0154 PLANT MATERIALS II 2 4 4

A continuation of Plant Materials I with emphasis on shade and ornamental trees. Practical instruction is given on species best adapted to problem sites, with minimum maintenance and maximum length of life.

*HRT 0155 ARBORICULTURE* 3 2 4

Arboriculture involves the principles and practices of selection, use establishment, and care of shade and ornamental trees. Practical applications in the course include climbing, pruning, bracing, and other physical operations required of skilled tree workers.

*HRT 0160 LANDSCAPE CONSTRUCTION TECHNIQUES APPLIED* 2 4 4

The objective of this course is to train students in construction analysis, grading and shaping of terrain, drainage and erosion control, seeding of grass and installation of shrubs and trees. Design and construction of walks, driveways, curbs, planters and other garden features will also be emphasized.

*HRT 0200 LANDSCAPE PRACTICES* 6 24 14

A student enrolled in this course will spend a summer quarter with a landscape employer, where he will receive training in various landscape enterprises. Training experience will be made available to the student by the employer or his designated representative, and as agreed upon by the employer and Wilkes Community College.

*HRT 0251 LANDSCAPE DESIGN* 3 2 4

The principles and practices of landscape design with application to selected landscape problems. On-the-job sketching and plan presentation as done by the nurseries. Planning of small home grounds as well as problems of design and construction dealing with grading, walls steps, and other garden accessories.

*HRT 0252 PROBLEM SOILS AND AMENDENTS* 3 2 4

This course will deal with correcting soil deficiencies such as poor drainage, low or poor water holding capacity, low organic content or acid conditions unfavorable to plant growth. In many situations, such as golf greens construction, soils must be formulated to meet the needs of the crop. In others, extensive modification may be necessary.

*HRT 0253 GREEN HOUSE MANAGEMENT* 3 2 4

Fundamentals and practices in greenhouse plant production.

*HRT 0254 ORNAMENTAL PLANT PROTECTION* 3 2 4

A review of the basic principles of entomology and plant pathology. Emphasis on the identification and practical methods of control of pests that attach ornamental plants; insects, diseases, weeds and rodents.

*HRT 0256 NURSERY MANAGEMENT* 3 2 4

Retail and wholesale nursery practices. Layouts, selling, handling of plant materials. Commercial nursery stock production dealing with plant growth patterns and plant responses in relation to soils, water, fertility, planting techniques and distances, top and root pruning. Plant production cycles, rotations, and kind of treatment for economical production.

*HRT 0259 DRAINAGE AND IRRIGATION* 3 0 3
A study of methods of maintaining soil moisture at optimum levels for best plant growth. Drainage techniques, new materials in current use, cost and expected benefits will be stressed. Water supply for irrigation, pump size, distribution lines, sprinklers and automatic controls will be studied in detail.

*HRT 0260 LAWN AND GARDEN EQUIPMENT* 2 2 3
A course aimed at giving the student a working knowledge of all the many and varied mechanized equipment items used on the golf course and in the modern nursery and landscape. Operation, repair and maintenance of small engines will be an integral part of the instruction in this course.

*HRT 0262 SURVEYING* 2 2 3
The theory of plane surveying applied to landscape design and construction. The use of various levels and instruments to measure distance and plot land areas and elevations.

*HRT 0265 TURF-GRASS MANAGEMENT* 2 4 4
A study of the various turf grasses with an explanation of the principles of turf grass management. The course includes actual field problems in seeding, planting, fertilization, and maintenance techniques. Emphasis is placed upon practical application of scientific principles.

*HRT 0267 GOLF GREENS AND GRASSES* 3 2 4
The study of the grasses used on golf course greens, especially the best grasses. Soil management, watering regimes, fertilization schedules, grass culture, establishment and maintenance are covered in depth as well as traffic and composition problems. Insects and diseases and their control are investigated.

*HRT 0299 RECREATION* 2 2 3
Principles and problems involved in the planning of private resources and in the utilization of our natural resources for recreational purposes.

## *HOTEL-MOTEL MANAGEMENT*

*HMM 102 HOTEL-MOTEL ADMINISTRATION* 5 0 5
This course provides a survey of the hospitality field, its history, famous people, and economic and social importance. This course gives the student an understanding of the operation of a medium-size hotel and the procedures used in it.

*HMM 104 FRONT OFFICE PROCEDURES* 3 2 4
The purpose of this course is to teach the student the duties of the various jobs in the hotel-motel front office. The student learns the procedures involved in registering, accounting for and checking guests out. Front office promotional and sales practices are also studied.

*HMM 105 HOTEL-MOTEL LAW* 3 0 3
The purpose of this course is: To illustrate the consequences of lack of foresight in the innkeeper's managerial functions; to supply sufficient information to understand the attitudes of the courts when an innkeeper is involved in a litigation, and to create an awareness of the many responsibilities which the law imposes upon the innkeeper. Prerequisite: BUS 115.

*HMM 108 FOOD PREPARATION* 1 6 4
The student learns the skills necessary to prepare a full course dinner using the various equipment available in a modern kitchen. Emphasis is placed on merchandising the food product.

*HMM 111, 112, 213 HOTEL-MOTEL APPLICATION* 0 12 3

The internship program involves experience in hotel and motel management under the direction of a qualified manager and college supervisor. While enrolled in this program, the student will become involved in processes such as customer relations, employer relations, front office procedures, housing management, food management, advertising, sales promotion, and maintenance techniques. These processes are vital to Hotel-Motel Management development.

*HHM 207 HOTEL-MOTEL MAINTENANCE* 4 2 5

This course provides the student with information on the operation of the housekeeping and maintenance departments. The student will learn the techniques used by the executive housekeeper to handle his department and to make decisions on maintaining and remodeling the rooms of the property. Also, the student will learn essential information on air conditioning, heating, plumbing, electricity, accoustics, elevators, and other equipment necessary to establish preventive maintenance routines and to make necessary operating dicisions.

*HMM 209 FOOD AND BEVERAGE PURCHASING* 3 0 3

The purpose of this course is to provide the student with a summary of knowledge and principles of quantity food buying that would take years to learn by experience. The student learns the importance of purchase specifications and how to write them.

*HMM 211 FOOD AND BEVERAGE MANAGEMENT* 3 2 4

This course is designed to help the student solve special management problems in the food industry. Special emphasis is placed on calculating costs, establishing standards and menu planning.

## *HUMANITIES*

*ART 111 ART IN WORLD CULTURE I* 3 0 3

The Student will study art from pre-historic times through the Renaissance. Emphasis will be on the development and relationship of art as a functional and aesthetic outgrowth of the historical period in which it developed. A study of painting, sculpture, architecture, and ceramics will constitute the course.

*ART 112 ART IN WORLD CULTURE II* 3 0 3

The course will consist of a study of the various artistic styles from the end of the Renaissance to contemporary times. Emphasis will be on art as it reflects the age in which it exists.

*ART 0121 CREATIVE ART I* 0 3 1

Painting for pleasure with knowledge is the aim of this course. Color theory, painting techniques, drawing, and composition will be stressed. The course is planned to equip the student with knowledge enabling him to pursue painting on his own.

*ART 0122 CREATIVE ART II* 0 3 1

An expansion and continuation of Creative Art I. In addition to continued practice and constructive criticism, the student will undertake more difficult processes. Creativity and self-expression are stressed.

*ART 0123 MULTI-MEDIA I* 0 3 1

This course offers a creative approach to techniques and materials using a wide variety of art media. Techniques will consist of pencil, charcoal, traditional watercolor, pastels, block printing, and silk screening. Technique is stressed and still life and nature will be the subjects.

*ART 0124 MULTI-MEDIA II* 0 3 1

A continuation of Multi-Media I with emphasis on more advanced techniques and continued practice.

*ART 0125 OIL PAINTING* 0 3 1
An introduction to the technique of oil painting including the study of pictorial composition, color, and the elements and the principles of art which assist the student in the development of a painting. The student is taught the academic method of oil painting and encouraged to experiment.

*ART 0126 PAINTING AND SKETCHING* 0 3 1
This course is recommended for those with no art training. Learn how to "see" a picture. Study composition and arrangement. Discover how perspective is used in drawing and learn shading and rendering with various art media.

*ART 0127 SCULPTURE* 0 3 1
Students experiment with various materials and methods of sculpture. Includes modeling, carving, construction, and casting. Production in the areas of wood carving, plaster coating, metals, and mixing media construction is emphasized. Individual investigation and creativity using recently developed media is stressed.

*ART 211 ART APPRECIATION* 3 0 3
An applicable definition and appreciation of art will be derived through a study of the type of artistic expression, the criteria for artistic creation, and the structure and form that identify great art.

*DRA 111 INTRODUCTION TO THE DRAMATIC ARTS* 3 0 3
A survey of the various styles and types of theater will be made. The course will include a brief study of the history of western drama. When the enrollment is small enough the class will produce a play as the vehicle through which to study drama.

*DRA 112, 114, 116, 118, 120, 122*
*ACTING WORKSHOP I, II, III, IV, V, VI* 0 10 1
For every College Theatre production in which a student has an acting role, he will receive one hour of credit. A maximum of six hours may be earned by appearing in six productions.

*DRA 113, 115, 117, 119, 121, 123*
*WORKSHOP IN TECHNICAL THEATRE I, II, III, IV, V, VI* 0 10 1

For every College Theatre production in which a student works on the technical crew, he will receive one hour of credit. A maximum of six hours may be earned by working in the crews of six productions.

*DRA 211 HISTORY OF WESTERN DRAMA* 3 0 3
A historical survey of the origin, history and development of drama in western civilizations will be made. Emphasis will be on dramatic literature, technical accomplishment and presentational styles.

*DRA 220 DIRECTOR'S WORKSHOP* 0 12 3
This course involves a study of the techniques and problems of directing. Admission to the course is by interview. The class will be limited to two student directors a quarter. Prerequisite: Approval of Instructor.

*HUM 123 HUMANITIES FOR CHILDREN* 3 0 3
This is a study of experiences used to meet goals of early education in areas of socialization, intellectional competency, language, creativity, and aesthetic appreciation.

*HUM 214, 215, 216 SEMINAR IN SELECTED TOPICS I, II, III* 3 0 3
Each seminar offers the student an opportunity to join in the concerted and sustained pursuit of a topic chosen from one or more of the following areas: art, drama, music, philosophy, religion; literature, linguistics, semantics, communications; anthropology, history, political science, psychology, sociology. Each student is expected to participate actively in the course through his own research and reflection, and through the oral and written presentation of his work to the class.

*MUS 111 MUSIC APPRECIATION* 3 0 3
The course will include a survey of music and composers of the Baroque, Classical, Romantic, and Impressionistic periods with a brief look at music of the 20th Century. Listening and an analysis of forms,, as well as outside listening to specified music, will be part of the course.

*MUS 121, 122, 123 CHORAL MUSIC* 0 2 1
Choral singing, study of, and presentation of secular and sacred music from the classical and contemporary composers will be requirements of each quarter.

*MUS 0131 CHURCH MUSIC* 0 3 1
This course is designed to assist church choirs, and choir directors, in improving musical renditions. Especially helpful to those who have not attained proficiency in the reading of musical notation. Also, an attempt is made to teach the importance of group effort in choral presentations. Demonstration and practice are employed to bring about desired results.

*MUS 0132 GUITAR* 0 3 1
Basics in cords, strumming, finger-patterns, and "pickins." A study of folk music of rural America.

*PHI 211 INTRODUCTION TO PHILOSOPHY* 3 0 3
This is an introductory experience in the intensive discussion of and writing on basic philosophical topics aimed at the development of each student's ability to be reflective in a careful and sustained way.

*PHI 212 CLASSICAL WESTERN PHILOSOPHY* 3 0 3
This course constitutes an intensive study and discussion of philosophical classics from the ancient and medieval periods chosen primarily from the works of Plato, Aristotle, Augustine and Aquinas.

*PHI 213 MODERN WESTERN PHILOSOPHY* 3 0 3
The student is expected to engage in careful and sustained reflection on one or more central issues current in philosophical discussions since the 17th century.

*PHI 214 INTRODUCTION TO LOGIC* 3 0 3
This course involves exercise in and discussion of logical techniques for evaluating clarity of thinking and of argumentation.

*PHI 215 INTRODUCTION TO ETHICS* 3 0 3
Each student is expected to involve himself, orally and in writing, in the discussion of some of the central questions of what it means to be a human and to live as a human person ought to live.

*REL 111 RELIGIONS OF THE WORLD* 3 0 3
This course involves an intensive study of the key elements of religious experience as found in the world's major religious persons, scriptures, and traditions.

*REL 112 RELIGION IN WESTERN CULTURE* 3 0 3
This is a study of Western man's religious experience, stressing its influence upon the various aspects of his culture.

*REL 113 RELIGION IN AMERICA* 3 0 3
This course involves exposure to various religious sects, problems and developments currently present in America. The part which religion has played and is playing in the life of the American people will be examined.

*REL 0121 BIBLE* 0 3 1
An intradenominational approach to either the Old or New Testament. This is a review of the scriptures and all students are urged to actively participate in the discussion.

*REL 211 INTRODUCTION TO THE OLD TESTAMENT* 3 0 3
This course will give an over-all view of the history, literature, and religion of the Old Testament, with particular reference to its value for our day.

*REL 212 THE LIFE AND TEACHINGS OF JESUS* 3 0 3
An examination of the life and teachings of Jesus as recorded in the Synoptic Gospels will be made.

*REL 213 PAUL AND HIS EPISTLES* 3 0 3
This course is a study of the life and letters of Paul the Apostle, and their significance for our day.

## *INDUSTRIAL MANAGEMENT*

*ISC 102 INDUSTRIAL SAFETY* 4 0 4
This course deals with the many elements of an industry-wide safety program. It provides an in-depth treatment of job-safety analysis, plant inspection, plant arrangement, housekeeping, and the maintenance and handling of materials. Special emphasis will be given to compliance with the new Occupational Safety and Health Act, and to paperwork procedures and processes.

*ISC 202 QUALITY CONTROL* 4 0 4
The course provides an overview of quality control activity and its scope throughout the entire business system of a company. Among the topics discussed are the elements of quality-control work, the organization required to get the work accomplished, methods of measuring the effectiveness of the function, and integration of the various quality-related activities of the organization into a quality system.

*ISC 204 VALUE ANALYSIS* 3 0 3
In this course, the "Common Sense" approach to cost reduction is utilized. It provides the student with an opportunity to review, in depth, the concept and techniques of value analysis and engineering. Emphasis is placed upon identifying and removing unnecessary production costs.

*ISC 205 MOTION ECONOMY* 4 0 4
This course provides a systematic, practical, and logical treatment of motion and time study as utilized in today's business and industrial enterprise. It covers direct and indirect work, and office activities, and looks at the broad range of work measurement techniques. Recently developed concepts and techniques will be evaluated.

*ISC 209 PLANT LAYOUT* 4 0 4
This course provides a practical study of factory planning with emphasis on the most efficient arrangement of work areas to achieve lower manufacturing costs. Sample layouts for small and medium-sized industries will be covered. In addition, the effective use of men, money, machinery, and materials will be studied.

*ISC 213 PRODUCTION PLANNING* 4 0 4
The course provides an introduction to the production function of the business or industry in its day by day manufacturing process. Functions reviewed are forecasting, product planning and control, scheduling, dispatching and routing. Case histories are discussed in the classroom and courses of corrective action are developed. Actual layouts are utilized for planning and control.

*ISC 214, 215 and 216 INDUSTRIAL APPLICATIONS* 0 12 3

These courses are designed to provide internship experiences for the second year business and management student under industrial conditions. This will allow the student to develop "on the job" innovative projects related to the areas of Health and Safety, Employee Morale, Production Planning, Cost Reduction, or Quality Control. The scientific approach to problem solving will be utilized.

*ISC 231 MANUFACTURING PROCESSES* 4 0 4

This course provides a basic understanding of industrial materials, machines, and processes utilized in today's manufacturing and assembling plant. It reviews the rapid development of new materials, mechanization and automation, and the complex process of manufacturing.

*ISC 232 LABOR RELATIONS* 5 0 5

This course covers the history of the labor movement in the United States with its structural and legal framework. It examines the negotiation administration, and major contents of the labor contract itself. Special studies of arbitration cases which illustrates the theories in realistic terms will be provided.

## *MATHEMATICS*

*MAT 0101 TECHNICAL MATHEMATICS* 5 0 5

Develops basic mathematical skills required for effective performance in technical programs. Prime number analysis is applied to arithmetic problems and used to develop algebraic principles. Practical applications of geometry and trigonometry to subjects related to the student's areas of study are stressed. Graphical and analytical evaluation of functions, solutions of systems of linear or quadratic equations, and the uses of matrices and determinants are studied.

*MAT 0110 BUSINESS MATHEMATICS* 3 0 3

This course stressed the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount commission, taxes, and pertinent uses of basic mathematics in the field of business.

*MAT 0111 COLLEGE MATHEMATICS I* 3 0 3

A course designed for non-science oriented students. A stress is placed on cultural values of mathematics. Concepts of sets, logic, mathematical systems, numeration systems and properties of the sets of real numbers are considered.

*MAT 0112 COLLEGE MATHEMATICS II* 3 0 3

A course designed for non-science students. Concepts of algebra, geometry, probability, and statistics are studied. Additional topics from mathematical fields of interest are introduced.

*MAT 0115 CONVERSION MATHEMATICS* 0 3 1

A study of the relationship between the metric and the British measurement system, conversion factors which will enable changes from British into metric and metric into British systems, conversions within systems, and historical origins of both systems will be studied.

*MAT 0116 PRE-CALCULUS MATHEMATICS I* 3 0 3

A study of sets and set operations as related to different number systems from natural through the reals, relations, different polynomial functions through the quadratic ones; operations of solving linear and quadratic equations; and determinants. It is recommended that students have completed algebra and geometry in high school or courses equivalent.

*MAT 0117 PRE-CALCULUS MATHEMATICS II* 3 0 3

A course emphasizing synthetic division, using synthetic division to cover factoring and the remainder theorem; exponential functions, logarithmic functions, computation with logarithms, binomial expansion, series, and topics of circular functions. It is recommended that students complete MAT 0116 or courses equivalent.

*MAT 0118 PRE-CALCULUS MATHEMATICS III* 3 0 3

A continuation of MAT 0117 with emphasis on trigonometric functions and their relationship to circular functions, trigonometric identities, trigonometric equations, right triangle trigonometry, oblique triangles, vectors, operations with vectors, complex numbers, and elementary theory of equations. Students taking MAT 0118 should have completed MAT 0117 or courses equivalent.

*MAT 0119 CONSTRUCTION MATHEMATICS I* 3 0 3

Review and analysis of basic arithmetic operations and the development of skills involved in the solution of problems related to the construction industry. Topics included are: fractions, decimals, powers and roots, percentages, ratio and proportion, and an introduction to the use of algebra in trades.

*MAT 0120 CONSTRUCTION MATHEMATICS II* 5 0 5

Further development of knowledge and skills in the algebra of trades and a comprehensive development of skills in solving problems in area and volume of geometric forms utilized in the construction industry.

*MAT 0212 DATA PROCESSING MATHEMATICS* 5 0 5

This course consists of a thorough study of numbering systems with base ten and other bases; fundamental operations with these bases; a detail study of the binary system; principles of Boolean algebra, basic logic, logic related to flow charting, and elementary functions and equations as related to date processing. It is recommended that students complete MAT 0101 Technical Mathematics or its equivalent before entering MAT 0121.

*MAT 0211 CALCULUS AND ANALYTIC GEOMETRY I* 5 0 5

A study of analytic geometry in respect to the cartesian plane, lines, the circle, and curve sketching. Functions, limits of function, derivatives, applications of the derivatives, and the integral will be emphasized and studied thoroughly. Prerequisite: MAT 0118 or courses equivalent that emphasize algebra and trigonometry.

*MAT 0212 CALCULUS AND ANALYTIC GEOMETRY II* 5 0 5

A continuation of MAT 0211 emphasizing applications of the integral, conic sections, a geometric approach to limits, integrals and derivatives of the trigonometric and inverse trigonometric function, exponential and logarithmic functions, hyperbolic function, and polar coordinates. Prerequisite: MAT 0211 or courses equivalent in content.

*MAT 0213 CALCULUS AND ANALYTIC GEOMETRY III* 5 0 5

A study of methods of integration, infinite series, topics of solid analytic geometry, vectors in the plane and in space, partial derivatives, multiple integrals, and applications of multiple integrals. Prerequisite: MAT 0212 or courses equivalent in content.

*MAT 0214 STATISTICS* 5 0 5

Introduction to statistics. Topics include data display (bar graphs, broken line graphs, curve line graphs, circle graphs, pictorial charts and histograms), discrete and continuous variables, summation notation, arithmetic mean, weighted mean, frequency tables, median, mode, geometric mean, harmonic mean, mean deviations, variance and standard deviation. Analysis of numerical data is stressed, including methods of numerically detecting erroneous data. Elementary probability is introduced by means of counting permutations. Prerequisite: MAT 0101 or equivalent.

*MAT 1101 FUNDAMENTALS OF MATHEMATICS* 5 0 5

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.

*MAT 1115 ELECTRICAL MATHEMATICS I* 5 0 5

An introductory algebra course with trigonometry and vectors needed in alternating current: algebraic operations of addition, subtraction, multiplication and devision; use of letters and signs, grouping factoring; exponents, ratios and proportions, algebraic and graphic solutions of first-degree equations; introduction to trigonometric functions, their graphs and applications to right triangles. Addition, subtraction and resolution of vector quantities.

*MAT 1116 ELECTRICAL MATHEMATICS II* 5 0 5

A working knowledge of the powers of 10, Ohm's Law for series and parallel circuits, quadratic equations, Kirchoff's Laws, trigonometric functions, plane vectors, alternating currents, vector algebra and logarithms. Prerequisite: MAT 1115 or courses equivalent.

*MAT 1119 MATH FOR PRACTICAL NURSING* 2 0 2

This course covers basic arithmetic procedures: addition, subtraction, multiplication, division, fraction, percentages, ratios and proportions. A study of metric and apothecary systems of weights and measures is also included, along with fahrenheit and centigrade scales, solutions and dosages.

## *MECHANICS*

*MEC 0111 INTERNAL COMBUSTION ENGINES I* 3 3 4

Internal combustion engine fundamentals. Principles of engine operation, including horsepower calculations, efficiency, combustion theory, types of engines, cylinder and valve arrangements, lubrication, fuel and cooling systems. Laboratory work consisting of demonstrations, disassembly, inspection and reassembly of various engines.

*MEC 0112 INTERNAL COMBUSTION ENGINES II* 2 4 3

A continuation of MEC 0111. Emphasis is placed on engine build-up.

*MEC 0113 INTERNAL COMBUSTION ENGINES III* 2 4 3

Theoretical and practical study in correlating previous instruction by putting into practice engine operation, tuning and adjusting, including trouble-shooting. This is performed in conjunction with the latest diagnostic equipment.

*MEC 0114 ELECTRICAL & FUEL SYSTEMS* 3 3 4

A thorough study of the theory and operation of various truck and tractor electrical units and systems. Including maintenance and testing procedures, diagnosis and repair of all types of electrical components. Special emphasis is placed on the use of modern testing equipment to diagnose electrical malfunctions. A basic study of the gasoline fuel system is also included.

*MEC 0115 HYDRAULIC SYSTEMS* 2 3 3

The principles of hydraulics and their application to farm and industrial equipment. Components of hydraulic systems, testing, maintenance and repair of hydraulic systems.

*MEC 0116 APPLIED HYDRAULICS* 2 3 3

A specialized study of hydraulic systems with emphasis on demonstration, testing, maintenance, and repair of various sytems. Class, laboratory, and field study of systems.

*MEC 0118 SMALL ENGINES* 2 3 3

This course is designed to give the student mechanical knowledge in order to adjust, maintain, and repair small gasoline engines.

*MEC 0200 INTERNSHIP* 0 12 3

A student enrolled in this course will spend one quarter with an employer who is involved in the servicing and/or repair of either trucks, tractors, fixed internal combustion power plants, or a combination thereof. Training experiences will be made available as agreed upon by the employer and the college. Each internship program will be developed cooperatively by the student and his faculty advisor. Prerequisite: Satisfactory completion of three quarters of the Diesel and Equipment Technology curriculum or permission of his advisor.

*MEC 0210 MACHINE OPERATION* 2 3 3

A study of the operating principles and practical experience in operating boring bars, line boring machines, diamond boring equipment, and metal turning lathes.

*MEC 0211 DIESELS I* 3 9 6

A basic course dealing with the construction, variations in design, and principles of operation. Live shop work should include the grinding of valves, boring cylinders, installation of cam bearing, and the use of measuring instruments used in this type work.

*MEC 0212 DIESELS II* 3 9 6

This course deals with fuels, lubricants, coolants, and air systems. Shop work will include tune-up and testing of various makes of Diesel engines. The dynamometer will be used as a test tool in checking and trouble shooting engines.

*MEC 0214 FARM MACHINERY* 2 3 3

A study of the operating principles of simple farm implements. The selection, field operation, maintenance and repair of basic farm machinery such as plows, disks, harrows, and cultivators. Includes principles of design and mechanics, power supply, hitching, and economics of farm machinery use.

*MEC 0215 DIESELS III* 3 9 6

Care and repair of fuel injection system used on automotive and farm diesel engines. Shop work will include checking and reconditioning fuel injectors, nozzles, fuel pumps, and transfer pumps. The student will learn to use calibrating and reconditioning equipment. A great deal of emphasis is given to care and cleanliness.

*MEC 0220 PARTS & SERVICE MANAGEMENT* 3 0 3

A study of the principles, practices, and procedures in the efficient and profitable operation of the parts and service departments of a farm equipment retail business.

*MEC 0221 CHASSIS SUSPENSION & POWER SYSTEMS* 3 9 6

A comprehensive study of the present day automatic transmissions and power trains, braking and steering mechanisms. Additionally the student will study twin and triple counter shaft transmissions and hydraulic operated transmissions particularly applicable to heavy rolling equipment.

## *PHYSICAL EDUCATION*

Physical Education activity courses include individual and team participation. Emphasis is placed upon physical fitness through physical activity. Each activity course includes a study of the rules, strategy, history, and terminology of the sport studied. Advanced activity courses are designed for those students who have special skills or competence in a given activity. The aim of each activity is toward life time physical fitness.

1 1 1

*PED 0111 PHYSICAL FITNESS*
*PED 0214 TENNIS*
*PED 0222 ADVANCED TENNIS*
*PED 0217 FOLK AND SOCIAL DANCE*
*PED 0211 VOLLEYBALL*
*PED 0219 BOWLING*
*PED 0112 BASKETBALL*
*PED 0212 BADMINTON*
*PED 0223 ADVANCED FOLK AND SOCIAL DANCE*
*PED 0220 SKIING*
*PED 0216 ARCHERY*
*PED 0224 ADVANCED ARCHERY*
*PED 0221 SOFTBALL*
*PED 0213 GOLF*
*PED 0218 TRACK AND FIELD*
*PED 0225 KARATE*
*PED 0226 YOGA*

*PED 0210 PERSONAL AND COMMUNITY HEALTH* 3 0 3

A basic study of personal and community health. This study includes proper health habits and attitudes, diet, drugs, sex education, and health service agencies.

## *PHYSICAL SCIENCE*

*PHS 0111 PHYSICAL SCIENCE I* 3 3 4

Elementary physics is introduced, for non-science majors. Topics include relative motion, the metric system, elementary kinematics, the history of the development of scientific thought, applications of the scientific method, gravitation, the intuitive approach to Einstein's theories of special and general relativity, a qualitative approach to nuclear fission and fusion, elementary vector concepts, convervation of energy and momentum, artificial satellites, basic quantum concepts and linear and rotational motion. Basic understanding and appreciation are emphasized instead of scientific proficiency.

*PHS 0112 PHYSICAL SCIENCE II* 3 3 4

A broad survey of chemistry which includes a study of atomic structures, periodic classifications of the elements, chemical bonding and classes of chemical compounds and chemistry as it relates to everyday life.

*PHS 0113 PHYSICAL SCIENCE III* 3 3 4

A study of the composition and origin of earth materials, physical processes which change the earth, identification mf selected minerals and rocks, and a study of the universe — sun, moon, planets, asteroids, meteors, comets, stars and galaxies.

# PHYSICS

*PHYS 0101 PHYSICS: PROPERTIES OF MATTER* 3 3 4
Major areas covered include solids and their characteristics, liquids at rest and in motion, gas laws and applications, heat and thermodynamics. Laboratory experiments and specialized problems dealing with these topics are included.

*PHY 0102 PHYSICS: WORK, ENERGY, POWER* 3 3 4
Fundamental physics including force and motion, work, energy, power, vectors, basic machines, friction, rotational dynamics, units of measurement, and use of measuring devices. Laboratory experiments and specialized problems dealing with these topics are included.

*PHY 0103 PHYSICS: ELECTRICITY* 3 3 4
Fundamental theories of electricity, basic circuitry, methods of production. measurement, transmission, transformation, and conversion to other forms of energy. Laboratory experiemnts and specialized problems are included.

*PHYS 0111 GENERAL PHYSICS I* 3 3 4
Classical mechanics. Topics include the metric system, statics, dynamics, kinematics, momentum, conservation of energy, rocket propulsion, collision phenomenon, rotational motion and the laws of Newton and Kepler. Emphasis is placed on the derivation of equations in mechanics by means of vector analysis and calculus. These areas of mathematics are covered in the course to a degree sufficient to meet the needs of the entire physics series. It is recommended that students be concurrently enrolled in MAT 0211. Prerequisite: MAT 0118 or equivalent.

*PHY 0112 GENERAL PHYSICS II* 3 3 4
Continuation of classical mechanics, light, heat, and sound. Topics include matrix transformations of position, velocity and acceleration state vectors in Newtonian Relativity (inertial and non-inertial space), six degree of freedom kinematics and energy, gravitation and satellite, motion, simple harmonic motion, the Doppler Effect, Snell's Law, light propagation, spherical morrors and thin lenses, optical instruments, temperature scales, calorimetry, thermal expansion, ideal gases and change of phase. Prerequisite: PHY 0111 or courses equivalent.

*PHY 0113 GENERAL PHYSICS III* 3 3 4
Electricity and magnetism and modern physics. Topics include electrostatics, vector fields, potential, surface charge density, capacitors and dielectrics, Ohm's Law, series and parallel circuits, Kirchhoff's Laws, magnetic fields, electrodynamics in vector form, Einstein's special theory of relativity, concepts of general relativity, nuclear physics and quantum mechanics. Emphasis is placed on the derivation of equations by means of vector analysis, calculus and mechanics. Prerequisite: PHY 0111 or its equivalent.

*PHY 1101 APPLIED PHYSICS I* 3 3 4
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases, basic electrical principles.

*PHY 1102 APPLIED PHYSICS II* 3 3 4
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.

## *POLITICAL SCIENCE*

*POL 201 STATE AND LOCAL GOVERNMENT* 3 0 3
This course will consist of a study of the organizational structure of state and local governments with practical consideration of how these relate to the student in his own hatitat. Interrelations of the two types will be pointed out, and there will be a study of the duties of governing bodies in actual practice.

*POL 211 AMERICAN POLITICAL LIFE AND THOUGHT* 3 0 3
The constitutional development of the government of the United States is indicated. Emphasis will be given to the background of the Constitution as well as to its place in the demands of the changing times. The roles of the President, Congress, and the Courts, along with those of the electorate will be reviewed.

*POL 212 COMPARATIVE GOVERNMENT* 3 0 3
This course will consist of a comparative study of the governments of the major Western Powers. There will be emphasis on understanding the historical backgrounds of the nations along with the common elements of the respective governments which hinder and/or enhance the inter-workings of the goevernmental systems.

## *PRACTICAL NURSING*

*PNE 1101 FUNDAMENTALS OF PRACTICAL NURSING* 5 2 6 8
Designed to assist the beginning Practical Nurse student in acquiring knowledge basic to the development of skills needed for same and effective bedside nursing care of patients in a state of dependency due to health deviation. Body mechanics for nurse and patient. Laboratory practice in daily hygienic care of patients' medical and surgical aseptic needs. Prerequisite: None.

*PNE 1102 ANATOMY AND PHYSIOLOGY* 5 0 0 5
A study of the general plan of the human body and the nine systems. Designed for understanding how the body functions, moves and stands erect, distributed food and oxygen and removes waste and provides for survival. Prerequisite: None.

*PNE 1103 NUTRITION* 3 0 0 3
Designed to give knowledge of the basic principles of nutrition for the nurse and patient. Also involves mechanics of digestion, absorption and metabolism, nutritional requirements for all age groups, and as modified by relition or culture. Prerequisite: None.

*PNE 1104 GROWTH AND DEVELOPMENT* 3 0 0 3
A study of the normal growth and development from birth to old age. Emphasis is placed upon the physical change which occur with age as well as mental and personality changes. Prerequisite: None.

*PME 1105 VOCATIONAL ADJUSTMENTS I* 2 0 0 2
Designed to acquaint the Practical Nurse student with her role as a student. Presents philosophy and objectives of the program. Brief background of history of nursing and the scope of modern nursing.

*PNE 1106 MEDICAL-SURGICAL NURSING I* 4 2 0 5
Designed to give the student material basic to the beginning understanding of the nursing care of patients with common problems presented by illness. Processes of illness, diagnostic tests, physiologic reaction to pain, needs of patients with long term illnesses, rehabilitation, pre and post operative needs, anesthesia agents, and modification of diet for disease condition. Prerequisites: PNE 1101, 1102, 1103, 1104, 1105.

*PNE 1107 MATERNITY NURSING I* 2 0 0 2
Presentation of modern aspects of maternity nursing with emphasis on normal pregnancy — anterpartal care, labor and post-partal nursing needs and care of normal newborn. Prerequisites: PNE 1101, 1102, 1103, 1104, 1105.

*PNE 1108 PEDIATRIC NURSING I* 3 0 0 3
Presents the effect of a common or sub-acute illness of the child and the nursing needs which arise from hospitalization. Prerequisites: PNE 1101, 1102, 1103, 1104, 1105.

*PNE 1109 CLINICAL EXPERIENCE I*
*(MEDICAL, SURGICAL, OBSTETRICAL, OR PEDIATRIC)* *0 0 21 7*
Beginning experiences in general hospital with opportunity to practice skills learned in the laboratory and understanding of role on the nursing team. Prerequisites: PNE 1101, 1102, 1103, 1104, 1105.

*PNE 1110 MEDICAL-SURGICAL NURSING II* 5 0 0 5
Designed to develop knowledge of common disorders of body systems, the nursing care, socio-psychological implications. Included are the disorders of the circulatory system and respiratory system. Prerequisite: PNE 1106.

*PNE 1111 MATERNITY NURSING II* 2 2 0 3
Designed to present selected abnormal conditions presented by the maternity patient and the newborn with emphasis on the role as an assistant to the registered nurse. Prerequisite: PNS 1107.

*PNE 1112 PEDIATRIC NURSING II* 2 0 0 2
Presents the seriously ill child with emphasis on his needs and the needs of the parents. Emphasis is placed on the assistant role and/or the role of the Practical Nurse on the health team. Prerequisite: PNE 1108.

*PNE 1113 PHARMACOLOGY* 1 0 0 1
Designed to present knowledge of sources of drugs, the classification and uses. Develop in the laboratory skills in giving of injections; insulin therapy. Prerequisite: PNE 1106.

*PNE 114 CLINICAL EXPERIENCE II* 0 0 21 7
*(MEDICAL, SURGICAL, OBSTETRICAL OR PEDIATRIC)*
Further experience in basic areas of medical, surgical, pediatric, or obstetric nursing. Emphasis on observation of signs and symptons and assuming responsibility in reporting to head nurse. Prerequisite: PNE 1109.

*PNE 1115 MEDICAL-SURGICAL NURSING III* 11 0 11
Continue the study of the nursing needs of patients with disorders affecting the systems; Gasto-Intestional, Muscular-Skeletal, Nervous, including eyes, ears, nose and throat, endocrine, uninary and integrementary. Disaster and emergency nursing are also included. Prerequisite: PNE 1110.

*PNE 1116 VOCATIONAL ADJUSTMENTS II* 2 0 0 2
Designed to present further nursing ethics, medical-legal aspects of Practical Nursing and a study of the organizations for the graduate Practical Nurse. Prerequisite: PNE 1110.

*PNE 1117 CLINICAL EXPERIENCE II* 0 0 21 7
Continued experience in medical-surgical, pediatric and maternity nursing with emphasis on the role as an assistant to the professional nurse in caring for the seriously ill patient. All experience in the clinical area is under the supervision of the clinical teacher. Prerequisite: PNE 1114.

## PSYCHOLOGY

*PSY 101 HUMAN RELATIONS* 3 0 3
The course in human relations is designed to be a practical study of the basic principles of human behavior. The problems of the individual worker are studied in relationship to society, the working group, and how the unsolved problem effects production.

*PSY 103 HUMAN GROWTH AND DEVELOPMENT I* 3 0 3
A study of the psychological and biological factors that affect the mother and child during the pre-natal period will be made.

*PSY 104 HUMAN GROWTH AND DEVELOPMENT II* 3 0 3
The course deals with the physical, motor, and speech development from infancy to pre-adolescence.

*PSY 105 HUMAN GROWTH AND DEVELOPMENT III* 3 0 3
An examination of the emotional and social development from infancy to pre-adolescence will be made.

*PSY 112 PERSONALITY DEVELOPMENT* 3 0 3
This course is designed to help the student recognize the importance of her physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

*PSY 206 APPLIED PSYCHOLOGY* 3 0 3
This study of the principles of psychology will assist in the understanding of inter-personal relations on the job. Topics investigated will be motivation, emotions, employee selection, supervision, job satisfaction, and industrial conflicts. Attention will be given to personal and group dynamics in order that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the community.

*PSY 214 INTRODUCTION TO PSYCHOLOGY* 3 0 3
This course is designed to be an introduction to the study of the science of human behavior. It is developed through a study of personality theories, including cultural and social factors, motivation, the self,. attitudes, and beliefs. Behavior is considered through heredity, environment, and physiological factors. Aspects of learning, individual differences, measurement, and evaluation are studied.

## READING

*REA 100 READING IMPROVEMENT* 2 2 3
This is a course in reading that takes the student at his level and systematically carries him through a variety of reading and study skills as well as critical analysis and interpretation. Vocabulary, rate and comprehension are continually stressed throughout the course.

## SCIENCE

*SCI 0111 ELEMENTARY DESCRIPTIVE ASTRONOMY* 0 3 1
A survey course at the introductory level. A study of the universe — sun, stars, moon, planets, asteroids, meteors, comets, stellar evolution, galaxies, current cosmological theories, observational methods, techniques of measurement, and astronomical instruments.

## *SOCIOLOGY*

*ANT 211 AN INTRODUCTION TO ANTHROPOLOGY* 3 0 3
This course is a study designed to familiarize students with the anthropological discipline with a balance maintained between physical and cultural anthropology. Emphasis is placed on the relationships among the different subdivisions of anthropology to aid the understanding of man and his behavior.

*ANT 212 CULTURAL ANTHROPOLOGY* 3 0 3
This course is a study an analysis of culture and society. There is emphasis on societies, the interrelationships and development of the major institutions: family, religion, education, economics, and politics.

*SOC 211 INTRODUCTORY SOCIOLOGY* 3 0 3
This course involves a general survey of the field of sociology. It also examines major sociological concepts of the disciplines; differentiates sociology from other disciplines; surveys such substantive topics as culture, personality, social stratification, institutions, community, social change, collective behavior, social problems, and other major areas of sociological concern.

*SOC 212 SOCIAL PROBLEMS* 3 0 3
This course involves a sociological approach and an analysis of social problems and of American society. It also explores and examines the sociological and theoretical aspects of human deviant behavior, i.e., juvenile delinquency, drug addiction, mental illness, crime, suicide, etc., and how these behaviors can best be understood or studied as an area of social control.

*SOC 213 MARRIAGE AND FAMILY RELATIONS* 3 0 3
This course is a study of the structures and functions of the family in various cultures with special attention given to man-woman relationships as found in dating, courtship, marriage, procreation, and socialization in the contemporary societies.

*SOC 214 MAN IN SOCIETY* 3 0 3
This course is designed as a study of the interrelationships of geography, history, sociology, government, and psychology. Readings, discussions, observations, and guest lecturers will be a part of the problems approach to the course.

*SOC 215 URBAN SOCIOLOGY* 3 0 3
A study of selected elements of urban sociology with emphasis on current social changes and problems will comprise the content of the course. Urban culture, group relationships, social classes, urban and suburban communities will be areas of concern.

## *SPANISH*

*SPA 111, 112, 113 INTRODUCTORY SPANISH I, II, III* 3 2 3
The purpose of beginning Spanish is to introduce the students to the spoken and written Spanish language with special emphasis on pronunciation, vocabulary, and grammar.

*SPA 211, 212, 213 INTERMEDIATE SPANISH I, II, III* 3 2 3
The course is designed to reinforce the knowledge of essentials from beginning Spanish through the aural-oral practice, both in classroom and laboratory.

## *WELDING*

*WLD 0119 TECHNIQUES OF WELDING I* 1 3 2
Principles of oxyacetylene and electrical welding, cutting and brazing. Principles, procedures, safety, precautions and experience in using oxyacetylene and arc equipment. Projects are assigned to develop skill in the use of equipment. Includes the study of metals, rods, glasses and special electric welding machinery.

*WLD 0120 TECHNIQUES OF WELDING II* 2 3 3
This is a continuation of WLD 0119 with particular emphasis placed on the advanced skills.

*WLD 1101 BASIC GAS WELDING* 0 3 1
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silve-soldering, and flame-cutting methods applicable to mechanical repair work.

## *WOOD UTILIZATION*

*WUT 0131 WOOD ANATOMY AND IDENTIFICATION* 5 2 6
The structure of the wood of commercial American Species; importance of anatomical structure to properties and use of wood; identification based on anatomical features.

*WUT 0135 LUMBER MANUFACTURING AND PROPERTIES* 5 2 6
The manufacture, processing and grading of lumber; properties of wood involved in the use of lumber; laboratory field trips to local wood-using industries.

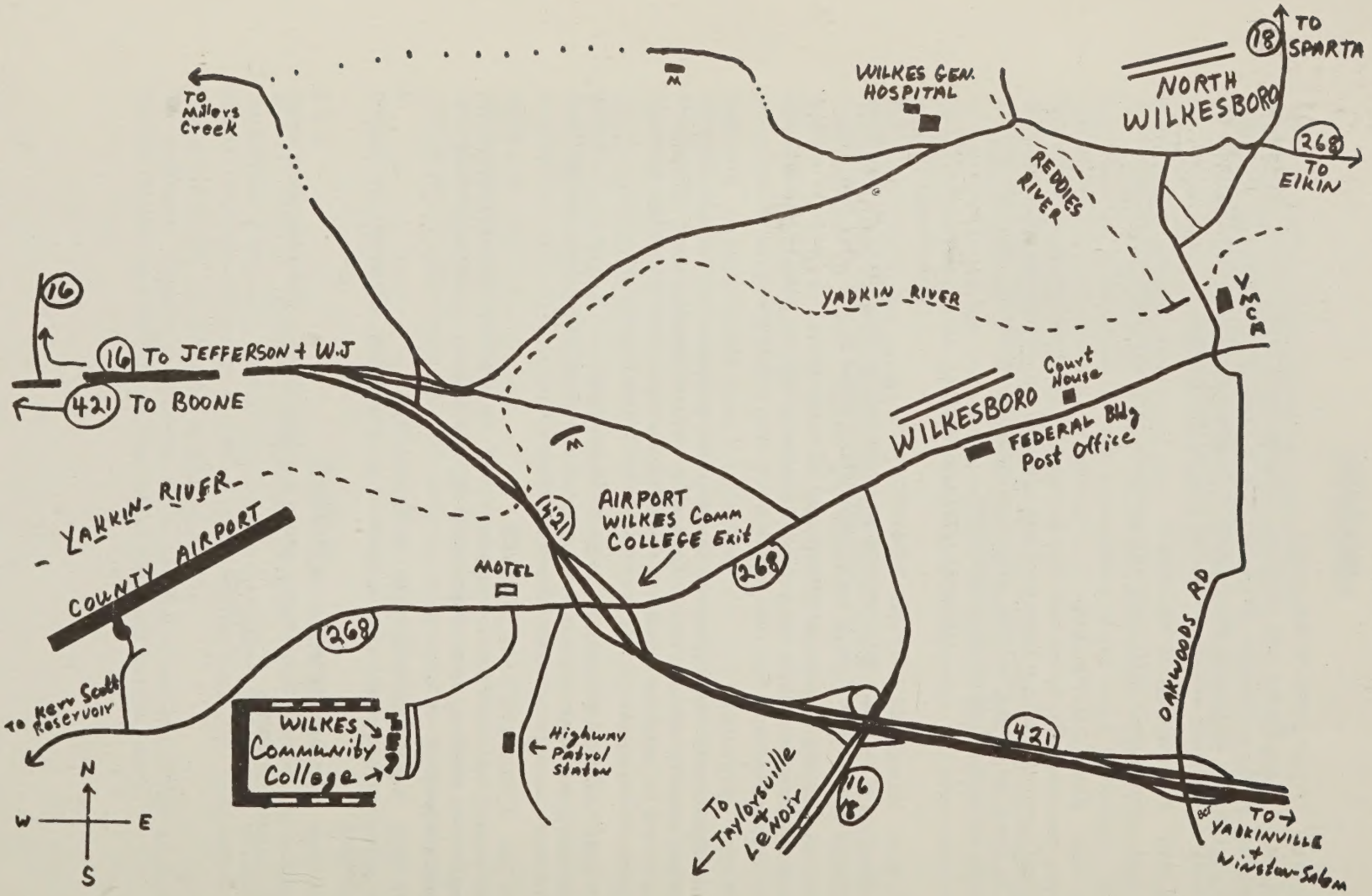
*WUT 0200 INTERNSHIP* 0 12 3
A student enrolled in this course will spend a summer quarter with a wood utilization employer, where he will receive training in various enterprises using wood. Training experience will be made available to the student by the employer or his designated representative, and as agreed upon by the employer and Wilkes Community College.

*WUT 0231 FOREST PRODUCTS OTHER THAN LUMBER* 5 2 6
The primary and secondary products of American forests (exclusive of lumber) their manufacture, economics importance and potential.

*WUT 233 STRUCTURES AND UTILITIES* 3 2 4
Materials and methods of light construction; functional planning; sketching and layout; integral utility planning, water supply; waste disposal; lighting, electrical power and evnironmental control.

*WUT 0239 WOOD SEASONING AND PRESERVATION* 6
The seasoning and preservation treatment of wood; materials, equipment, and applied techniques.

*WUT 0240 SECONDARY WOOD PROCESSING* 5 2 6
Principles and methods of machining, gluing and finishing wood in the secondary wood-manufacturing industries.




# WILKES COMMUNITY COLLEGE & AREA

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